

Job Title: Early Voting Auditing Assistant

Purpose: This position assists the Early Voting Auditing Team with the nightly check-in of early voting ballots applications that come back from early voting sites.

Minimum Education, Training and/or Experience: High School Diploma or GED, College graduate preferred. Customer service experience preferred.

Essential Functions of the Position:

- Assist with nightly check-in of early voting materials.
- Assist with and maintain chain-of-custody forms.
- Must be detail orientated and have good organizational skills.
- Adhere to security policies regarding confidential voter information.
- Perform other related duties as assigned.

Knowledge, Skills, Abilities:

- Strong organizational skills.
- Ability to use judgement and decision-making skills to evaluate situations, establish priorities, and resolve matters independently.
- Ability to understand and follow oral and written instructions.
- Ability to establish priorities and pass on information as needed.
- Ability to speak clearly and communicate effectively and professionally.
- Ability to deal tactfully and courteously with site staff.
- Able to lift at least 25 lbs.
- Ability to work under stressful situations and competing deadlines.

Position Information:

This position is a temporary part-time position. Work hours are 6:30pm to 9:00pm, Monday – Friday, with additional hours as needed. Some occasional weekend hours are required.