

Hernando County Supervisor of Elections  
**EMPLOYMENT OPPORTUNITY**



**Student Internship/Employment Available**

Paid position and will work around school hours- but must be available for work during 8am-5pm.

Apply today by submitting your resume with a cover letter stating why you think working in the elections office would be rewarding or beneficial to your career and how it fits into your long term career goals.

Looking for an individual who would like a rewarding experience working in a high paced elections office. Excellent opportunity to learn about the elections process during a major election year.

- Must be at least 16 years old and pre-registered or registered to vote.
- **Must be able to work through November 2018.**
- **Interviews will be scheduled for late February 2018.**
- Proficiency in Word and Excel.
- Have efficient work ethic.
- Ability to communicate both written and verbally.
- Ability to problem solve, manage time, prioritize and multi-task.
- Be a team leader and player.
- Ability to act in a respectful manner.
- Be sensitive to a highly demanding work environment.
- Able to interact professionally with elected officials and the public
- Additional duties as assigned by supervisor.
- Interviews will be scheduled

**Submit your resume today!**

★ ★ ★ *Shirley Anderson* ★ ★ ★

HERNANDO COUNTY SUPERVISOR OF ELECTIONS

Shirley.Anderson@HernandoVotes.com

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Looking for an individual with an IT background who would like to learn about the numerous aspects of technology in elections.

- Must be at least 16 years old and pre-registered or registered to vote.
- **Must be able to work through November 2018.**
- **Interviews will be scheduled for late February 2018.**
- Ability to troubleshoot Windows 7 desktops, peripherals and network in a Windows Active Directory environment.
- Have superior work ethic.
- Ability to communicate both written and verbally.
- Ability to manage time, prioritize and multi-task.
- Be a team leader and player.
- Be sensitive to a highly demanding work environment.
- Able to interact professionally with elected officials and the public.
- Strong problem solving skills with the ability to research solutions.
- Knowledge of scripting a plus.
- Exemplary customer service skills including on the phone and in person.
- Strong knowledge of Excel and Word.
- Ability to suggest process improvements using technology.
- Knowledge and ability to research new technologies.
- Knowledge of corporate information security practices and how to handle sensitive data.
- Eager to learn.
- Additional duties as assigned by supervisor.

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