



## **Charlotte County Supervisor of Elections Job Posting**

### **Front Desk Receptionist Job Summary**

The Charlotte County Supervisor of Election's office is looking for a Front Desk Deputy Registrar. The applicant will need to be a **team player with an emphasis in customer service**. They will be tasked with greeting visitors by phone or in person. Also, will be responsible for administrative duties, such as answering emails, filing and scanning documents. Our ideal candidate has previous front office experience. Applicant must be proficient with the entire Microsoft Office Suite, including Outlook and Excel. They must be able to type an average of 40 words per minute. This position is open to upward mobility and growth within the office. Cross training in other departments will be open for discussion.

### **Front Desk Deputy Registrar Duties and Responsibilities**

- Greet voters/visitors as they arrive
- Answer phone calls
- Perform any clerical duties assigned
- Data entry

### **Front Desk Deputy Registrar Requirements and Qualifications**

- High school diploma/minimum of three years work experience
- Must pass background check
- Valid Driver's License
- Dependable transportation
- Front office experience
- Strong communication skills
- Organizational abilities
- Data entry skills
- Professional customer service (both in person and on the phone)
- Strong computer skills (word, publisher, excel, Microsoft [particularly Outlook])
- Active listening
- Data entry (will train on specialized programs)
- Multi-tasker
- Ability to work independently
- Capable of working under pressure
- Ability to switch tasks quickly and efficiently
- Mail management
- Attention to detail

**Hourly rate \$16.00 based on 40hr work week**