



EMPLOYMENT OPPORTUNITY Information Technology Specialist

Wakulla County Supervisor of Elections is seeking qualified applicants for a part-time Information Technology Specialist. This position will be physically located in the Supervisor's Office and will report directly to the Supervisor of Elections.

DUTIES: Install, configure and troubleshoot voter services and accessible elections in Wakulla County; assist in planning, staging and deployment of all computer and network systems and technologies necessary to conduct elections; ensure that systems stay functional across all Early Voting sites and polling locations; collaborate across all project teams on technical support, quality assurance initiatives and opportunities for ongoing innovation; work with other team members to create and edit multimedia and video content for staff orientation and training videos.

Minimum Qualifications include graduation from an accredited high school or an acceptable equivalency diploma i.e., 6 years professional experience in a technical field is required. Preferred Modern Desktop Administrator Associate or equivalent for education on a year for year basis. Must be able to pass a Level 2 Criminal Justice Information Services (CJIS) background check as a condition of employment. Knowledge of the statewide Florida Voter Registration System (FVRS) strongly preferred; documenting procedures and creating end-user guides also preferred. Must be willing to work extended hours during an election cycle.

To apply, send a Wakulla County SOE employment application to Human Resources, PO Box 1263, Crawfordville, FL 32326 or hand deliver to 3093 Crawfordville Highway, Crawfordville, FL. Applications may be obtained by visiting www.wakullaelection.com or picking one up at 3093 Crawfordville Highway, Crawfordville, FL. Salary will be commensurate with qualifications and experience. Applications must be received on or before Friday, November 12, 2021, at 5:00 p.m. Wakulla County Supervisor of Elections is an EOE/AA employer.