

St. Johns County Supervisor of Elections Office

Job Title: Information Technology Technician

Status: Non-exempt

Starting Salary Range: \$35,000 – 60,000, commensurate with experience

Purpose of Job:

To provide technical services supporting the operation of the Elections Office, office computer technology, hardware and software.

Main Duties and Responsibilities:

Provides direct support to the Information Technology Coordinator, including but not limited to offering primary support for office computer technology such as workstations, printers, and document scanners. Maintains the ability to support applications including Microsoft Word, Excel, Access, and Outlook, as well as a working knowledge of Windows 11 Desktop. Serves as a computer equipment technician by providing technical assistance and instruction to staff as needed and coordinates the deployment of new or enhanced applications throughout the office. Trains employees on software applications as necessary and assists in preparing analytical and research reports, budgets, summaries, and recommendations.

Performs routine maintenance and troubleshooting of computer systems and office equipment, including software updates, patch management, antivirus administration, and performance issue resolution. Administers and manages the threat management system and serves as a liaison to external agencies and vendors regarding the implementation, distribution, and connection of shared information systems, network and hardware resources, operating system resources, equipment purchases, and problem resolution. Conducts tests, analyzes results, identifies design or configuration errors, and takes appropriate corrective action. Assists in the management of enterprise firewalls and collaborates with the SJC MIS Department, as needed.

Knowledge, Skills and Ability:

Demonstrates a working knowledge of and proficiency with computers, software, and related equipment necessary to maintain voter registration records. Possesses the ability to analyze technical and administrative issues, develop clear and concise recommendations, and implement effective solutions as required. Exhibits excellent interpersonal, communication, and problem-solving skills essential for providing responsive, courteous, and professional service to the public.

Shows strong teamwork and collaboration skills, interacting respectfully and effectively with colleagues in a professional environment. Displays a commitment to continuous learning and professional development, along with exceptional organizational abilities. Able to adapt and perform effectively in an environment of constant change and maintain flexibility in work assignments.

Maintains working knowledge of general office equipment, including computers, copiers, fax machines, printers, and document scanners, and demonstrates proficiency in Microsoft Office applications. Work extended hours, including Saturdays, Sundays, holidays and evenings with minimal or no notice. Must be a registered voter in Florida. Must possess and maintain a valid Florida driver license.

Education and Experience:

High school diploma or equivalent plus demonstrated experience to perform required duties. Prefer Associates or Bachelor's Degree in information technology.

For additional information or to apply for this position, please contact the Supervisor of Elections Office at
Telephone: (904) 823-2238 | Email: employment@votesjc.gov

This position is being advertised for the St. Johns County Supervisor of Elections Office.

SJC Supervisor of Elections is a drug free workplace and an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, marital status, age, disability, or genetics.

A complete job description including the physical/visual requirements and the environmental conditions of the job are available at the Supervisor of Elections Office.