



## **NOTICE TO APPLICANTS**

This is the Leon County Supervisor of Elections Office, a Constitutional Office under the Leon County Board of County Commissioners (Leon County Government). Leon County Government, Leon County Schools, and other Leon County Constitutional Offices have separate Human Resources Departments where you may submit applications for employment.

Applications for current vacancies require a completed Leon County Supervisor of Elections employment application. Our application has been designed to enable you to present your qualifications to the fullest extent possible. It is to your advantage to complete it in its entirety. Resumes will be requested via the email address you provide in the application management software. Resumes cannot be accepted in place of the completed application.

Leon County Supervisor of Elections employment applications will be posted on the office's website upon a position vacancy. The selection process for both full-time and seasonal employment opportunities with the Supervisor of Elections takes place on a rolling basis after jobs are posted and will remain open until the position(s) are filled. For seasonal job opportunities with the Supervisor of Elections, a separate application is not required so long as the positions are slated to begin in the same calendar year.

A selection committee is appointed for each position to screen and interview candidates. The process generally takes at least two (2) weeks AFTER application submission before applicants can expect to be notified for an interview. All job applicants, regardless of the hiring decision made, will be notified when the position is filled.

### **Driver's License Policy Requirements**

Most positions, whether full-time or seasonal, with the Supervisor of Elections require applicants to possess and maintain a driving record that meets Leon County Government's standards for insurance coverage. If you are offered a position, the offer of employment will be contingent upon your ability to present and obtain a valid, Driver's License upon your employment.

### **Political Involvement**

Participation in some political or campaign activities may have the potential to be perceived as a conflict of interest or negatively impact the ability of the Office or any individual employee to perform duties. As such, applicants are encouraged to discuss any current leadership roles or potential conflicts of interest at the time of application submission and/or employment screening. If you are offered a position, and at

the discretion of the Supervisor of Elections, any employee may be asked to resign from such campaign or political activity, modify their job description and security access during the duration of such activity, or leave employment with the Office.