

PWRT-ATS Job Description

ATS Job Description

The Administrative Trouble Shooter (ATS) will be trained and assigned to serve in a support capacity for Monday set up and Tuesday Election Day. ATS's are assigned to a specific number of precincts, provided routes for visiting all precincts, and expected to assist with Collection Center functions as well at the close of Election Day. The ATS is a resource for precinct staff and trained to understand all procedures and paperwork associated with Election Day. ATS's may be assigned anywhere in the County, dependent on the type of Election.

ATS Requirements

- Must be a minimum of 21 years of age and have a valid driver's license
- Must be available to attend all days of training and pre, during, and post-election day functions (refer to commitment schedule below)
- Pass background check (mandatory)
- Must retrieve rental vehicle from rental company for assignment use
- Must be able and comfortable operating any type of vehicle (sedan, truck, minivan, SUV, etc.)
- Must be comfortable with nighttime driving and working/driving in unfamiliar locations
- Proficient in English and able to communicate in a clear, concise, professional manner, both verbally and in writing
- Must be able to effectively apply training regarding procedures, paperwork, etc.
- Minimum education: HS Diploma, some college preferred
- Must be able to exercise discretion and good judgment in all scenarios
- Have exceptional customer service skills
- Must be proficient in the use of handheld technology (i.e. Smartphone or tablet)
- Must represent the Office of the Supervisor of Elections in a professional manner (appearance and demeanor)

- Effective listener and team player

ATS Schedule/Commitment

1. **TRAINING:** August 3rd, 2026, through August 14th, 2026, Monday – Friday, 8:00 A.M. – 5:00 P.M.
2. **SETUP:** Monday, August 17th, 2026, from 8:00 A.M. – 8:00 P.M. (approx.)
3. **ELECTION DAY:** Tuesday, August 18th, 2026, from 4:30 A.M. – 11:00 P.M. (approx.)
4. **POST-ELECTION PROCESSING:** Wednesday, August 19th, 2026, from 8:00 A.M. – 5:00 P.M.
5. Training is mandatory.

Questions or concerns email Miriam Fernandez at
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