

CLATSOP COUNTY

INVITES APPLICATIONS FOR

Election Worker - Casual

\$11.43/hour

Deadline to Apply: Open until Filled

PURPOSE OF POSITION:

Participates in the performance of clerical functions within the Elections Division of the County Clerk's Office. Performs tasks in the areas of voter registration and election preparation.

ESSENTIAL FUNCTIONS OF POSITION:

An employee in this classification may perform any of the following duties, however, these examples do not include all the specific tasks that an employee may be expected to perform up to and including:

1. Serves on an election board.
2. Process and inspect vote-by-mail and absentee ballots.
3. Sorts ballots by precinct and conducts signature verification.
4. May deliver and pick-up ballot boxes at ballot drop sites countywide.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE DUTIES ASSIGNED TO THIS JOB.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY QUALIFICATION REQUIREMENTS: Knowledge of general office principles and practices and the ability to follow established policy and statutes.

EDUCATION AND/OR EXPERIENCE:

High School education or equivalent and minimum one year of experience in office environment or any satisfactory combination of experience and training which ensures the ability to perform all job assignments.

DESIRABLE QUALIFICATIONS: Prior election experience.

PHYSICAL DEMANDS: Tasks involve the ability to exert very moderate physical effort in light work, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials typically weighing up to 20 pounds and occasionally heavier objects.

WORKING CONDITIONS: Professional office working environment, which requires teamwork, cooperation, positive communication and safe work habits.

SUPERVISORY RESPONSIBILITY: Supervision is not a responsibility of this position.

APPLICATION

PROCEDURE:

Submit: **1) Completed & signed Clatsop County Employment Application** to Human Resources, 800 Exchange Street, Suite 410, Astoria, OR 97103 or by **FAX to 503-325-8325** or by email to hr@co.clatsop.or.us. *This position is open until filled. Your application must clearly show your qualifications for the position to receive further consideration. Incomplete and/or unsigned applications may result in disqualification. A resume may not substitute for an application (but it is desirable that you attach one to your application as a supplement). Successful applicants will be required to pass a pre-employment drug screen and show proof of eligibility to work in the United States. During any phase of the hiring process, applicants with disabilities should inform the County Administrator's office if reasonable accommodations are needed to demonstrate their qualifications to perform the duties of the job.*

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract. Clatsop County is an Affirmative Action/Equal Opportunity Employer.