

PART-TIME ELECTION CLERK

<u>TITLE:</u>	Part-Time Election Clerk
<u>DEPARTMENT:</u>	City Clerk/Elections
<u>POSITION STATUS:</u>	Part-time, 19 hrs. per week, no benefits
<u>REPORTS TO:</u>	City Clerk or her designee
<u>SALARY:</u>	\$13.00 per hour

DUTIES:

Assists in all aspects of election preparation for city, state and federal elections in accordance with city and state laws before, during and after all elections, which includes, but is not limited to: entering, updating or changing voter information per state laws in the State Computer.

Involved in all aspects of the annual city census to maintain resident database per state law.

Provides support to Wardens, Clerks and Voters to answer questions and resolve issues

Acts as a translator on behalf of the City Clerk's Office.

Performs data entry into computer system(s) to maintain various databases.

Assist in Vital Records Room when necessary.

Interacts and provides customer service with others in person, by email or over the telephone to answer questions and resolve issues. Helps Staff with the Absentee Voting Process and Early Voting Process.

May assist City Clerk and Assistant City Clerk in processing Council Records or any other matters as assigned.

Operates data entry terminal and/or personal computer to add, change, delete, and/or inquire data information on-line into the computer.

Performs routine clerical work, such as typing, filing, and reviewing computer reports for accuracy.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge and skill in the use of computers and computer databases. Ability to type in data accurately. Ability to maintain the strictest of confidentiality.

Good knowledge of standard office procedures; good knowledge of business English, grammar, punctuation, spelling, and arithmetic; ability to learn and apply laws pertaining to elections and voter registration; ability to learn street names; ability to type and file accurately and with speed; ability to keep records and prepare reports; ability to follow written and oral instructions; ability to speak and write effectively; ability to establish and maintain effective working relationships with co-workers and the public.

QUALIFICATIONS REQUIRED:

At least 6 months' computer/data entry experience; or any combination of experience or specialized training demonstrating the ability to operate a data entry terminal and/or personal computer database.

Demonstrable ability to speak, read and write Spanish.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and the work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Ability to occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision.

HOW TO APPLY:

Any person wishing to apply may do so, via email to jobs@salem.com. Please include references with your resume. Position will remain open until a qualified candidate is selected.

The City of Salem is an EOE/AA Employer