**JOB OPPORTUNITY**

 ELECTIONS CLERK

## COUNTY CLERK

## Responsibilities:

This position is responsible for executing elections in Vernon Co. Maintaining voter rolls, inventory and maintenance of voting equipment and warehouse operations, including polling place support and supervision of temporary workers, coordinating absentee ballots, determining ballot styles for walk-in absentee voters, verifying petitions, and performing related election duties. Provide election information to the public. Under general supervision, performs clerical and secretarial duties such as answering phones, typing, creating tax bills, filing. Statutory working days from the election calendar such as opening early, closing late, Saturday voting, & Election day schedule.

**Status:** Full-time, non-exempt, benefited after 60 days of hire

#### Working hours: 8:30 a.m. – 4:30 p.m., Monday – Friday (35 hours per week)

**Minimum Qualifications:**
High school diploma or GED; Minimum of two years clerical experience; strong interpersonal skills; and familiarity with computer software programs. Must be able to make deadlines. Registered voter of Vernon County or become registered within 60 days of hire.

**Starting Hourly Salary Range: $**16.55

**Deadline for Application:** Applications will be accepted until the posting is removed.

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Apply online at <https://vernoncountymo.org/wp-content/uploads/Employment-Application.pdf> and drop off the application at the Vernon County Court House in the County Clerk’s Office or you can email your application to clerk@vernoncountymo.org or call (417)-448-2500 with any questions.

Please contact us in advance if accommodation is needed in order to apply.

Benefit-eligible employees receive paid vacation, 13 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low-cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.