



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 7, 2015

CLOSING DATE: AUGUST 21, 2015

TITLE: ELECTION CLERK I

GRADE: 108

DEPARTMENT: ELECTIONS

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: \$10.38 /hour; \$20,241 /annual HOURS PER WEEK: 37.50

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED with business curriculum, and one year general clerical experience.

DEFINITION OF CLASS:

Under supervision performs clerical work relating to the registering of voters. Receives direct detailed instruction for routine repetitive work that is described in procedural rules. Work is verified upon completion.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to take direction, work with others, and give attention to detail. Computer experience preferred.

DUTIES AND RESPONSIBILITIES:

Registers voters at counter; verifies and checks voter registration computer files. Changes address, party and name on voter files; processes mail registration forms; processes deceased voters list. Input all such information into SURE (PA electronic registration) System. Individual addresses Voter Registration questions, and problems at counter and on the telephone; prepares street lists, and ID's as needed. Individual may deal with public from time to time to explain election rules and voting procedure. Performs other related duties as required.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.