



SKAGIT COUNTY
invites applications for the position of:

On-Call Election Technician

SALARY: \$11.26 Hourly

OPENING DATE: 11/01/17

CLOSING DATE: Continuous

SUMMARY:

On an as needed basis, assist with election processes under the direction of the Skagit County Auditor's Elections Supervisor. Duties include ballot assembly, return ballot sorting, envelope opening and various other duties associated with the election process. The on-call timeframe runs approximately 30 days prior and 20 days after any given election date.

ESSENTIAL FUNCTIONS:

- Assemble ballot packets for mailing.
- Sort and open returned ballots.
- File voter registration cards.
- Alphabetize or sort envelopes and cards.

Peripheral Functions:

- Other duties as determined by the elections supervisor.

MINIMUM QUALIFICATIONS:

Skills, Knowledge and Abilities:

- Ability to work well with the public and fellow employees.
- Ability to understand written and oral instructions.
- Ability to use office machines and equipment such as copy machine, staplers, paper cutter, etc.
- Must be a registered voter in Skagit County.
- Must be able to read and write the English language.

Education and Experience:

- General knowledge of office procedures.

Physical Requirements:

- Ability to lift 40 pound boxes.
- Ability to sit for long periods of time.
- Ability to work in a confined area.

SUPPLEMENTAL INFORMATION:

Working Conditions:

Work is performed primarily in an office environment.

SELECTION PROCESS:

Following review of applications and resumes, the highest qualified applicants will be interviewed and may be tested. After a selection is made, all applicants not selected will be notified in writing. Skagit County reserves the right to use applications received for this posting to fill any other positions within this classification which may open within six months following the closing of this position.

ADDITIONAL INFORMATION:

Skagit County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

It is the policy of Skagit County to follow all federal and state laws to ensure non-discrimination in its employment practices.

American with Disabilities Act (ADA) Notice: Individuals, who need an ADA accommodation to complete the application, test or interview process, please call: (360) 336-9433.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.skagitcounty.net>

Position #0275-0215
ON-CALL ELECTION TECHNICIAN
RK

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(360) 416-1380

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