

Voter Services Clerk

A Voter Services Clerk, under the supervision of the Election and Voter Services Manager and at the general direction of the County Clerk, will support the functions of the Voter Services Department within the County Clerk's Office. This is a full-time non-exempt employee position and is benefits eligible, including health care, retirement and more. Starting salary \$40,000-\$45,000 annually, commensurate with experience, qualifications, and work history.

A candidate should be:

- Knowledgeable and comfortable with using computer technology for data entry and voter registration processing.
- Familiar with postal service regulations.
- Be comfortable working with geographic location maps including GIS.
- Have excellent customer service skills in person, by phone and by email.
- Have a high level of accuracy in data entry.
- An ability to learn and abide by both Federal and State election laws and procedures.
- Able to work in a stressful and fast paced environment, and to work overtime as needed including evenings, weekends, and holidays.
- Able to assist with all aspects of election planning, preparation and coordination as directed.
- Able to perform all other duties as required and assigned.

Interested applicants should submit a cover letter and resume via email to:

Carye L. Blaney, County Clerk
Monongalia County Clerk's Office
cblaney@monongaliacountyclerk.com