

POSITION AVAILABLE

Issued: 07/05/2017

www.steubencony.org

Steuben County, New York is currently recruiting candidates for the position of

REPUBLICAN SENIOR CLERK

This is a **Non-union** position. Employees serve at the pleasure of the Election Commissioners

The work involves dealing with the general public, candidates, election inspectors, county personnel, and office staff. Maintaining voter data base, scanning documentation, mailings, testing voting machines, maintain and inventory election supplies, packing election supply bags for all voting districts, prepare and test all voting machines, pack and distribute voting machines.

REQUIRED SKILLS

Microsoft office & excel, operate general office equipment, organization, typing, data entry, attention to detail, accuracy, neatness, tact and courtesy, confidentiality, thoroughness, good judgment, ability to write legibly, telephone skills, verbal communication, listening, professionalism, handles pressure well, ability to work individually and as a team, ability to work with election machines, compiling election supplies, ability to work within deadlines. Understand and carry out oral and written directions, able to work well with others. This job requires physical labor.

MINIMUM QUALIFICATIONS

- 1) Must be a legal resident of Steuben County, and
- 2) **Must be a Registered Republican**

Note: Elected officials are not eligible

SALARY/BENEFITS

- ✓ \$26,867 (\$31,608 after one year)
- ✓ NYS Retirement
- ✓ Excellent benefits package

Mail a resume and three references by July 19, 2017 to:

Attn: Republican Commissioner
Board of Elections
Steuben County Office Building
3 East Pulteney Square
Bath, NY 14810

Only serious inquires need apply.

New hires will be required to submit to a drug and alcohol screening prior to employment with Steuben County. Candidate will cover the cost of the screening. **A positive screening will delay and may bar hiring.**