

# POSITION AVAILABLE

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[www.steubencony.org](http://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 along with three references to:

Board of Elections

**Attn:** Republican Commissioner

3 East Pulteney Square

Bath, NY 14810

**Deadline to receive resume is July 03, 2017**

***If hired, a drug test is required. Only serious inquires need apply***