



The Department of Personnel Services, Employment Services Division announces the exam for:

Election Clerk

Exam # 27912-G

Salary: \$16.80 per hour

DESCRIPTION

Under close supervision, the Election Clerk performs a variety of routine administrative support tasks related to the registration of voters and administration of elections.

All Election Clerk positions are temporary intermittent positions, which are limited to 1560 hours worked per year. Election Clerks may be assigned to full-time and/or part-time hours, not to exceed 1560 hours worked.

MINIMUM QUALIFICATIONS

Six months of full-time paid or volunteer experience including customer relations, data entry, giving and receiving information on a daily basis, and/or general recordkeeping.

Please refer to job announcement for cut-off dates.

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."