

CLERMONT COUNTY BOARD OF ELECTIONS

Office Clerk Position Available – Full Time

Date Posted: February 1, 2010

Deadline: February 12, 2010

Job Duties: Primarily Working with Absentee Voting and Voter Registration – This requires learning all Absentee Voting Procedures as well as all Voter Registration Processes and Procedures. Position requires extensive Data Entry.

Minimum Qualifications:

- High School Education or GED equivalent.
- Must have 1 year working experience.
- Must have experience in Window based computer environment and be able to type accurately with attention to detail. A working knowledge of Word and Excel is required.
- Need to have good communication and telephone skills to work with registering voters who come into the office or call on the phone with questions as well as the Absentee Voters who come into the office to vote or call with questions.

Benefits:

- Good working environment. Clermont County provides a smoke-free and drug-free workplace.
- Health Care Benefits after 90 days (beginning first of month).
- Retirement Benefits
- Rate of Pay: \$12 per hour

Requirement:

- Successful applicant is required to provide a Criminal Background Check.
- 120 Day Probationary Period

Applications can be sent to: **Judy Miller, Director**
Clermont County Board of Elections
76 S. Riverside
Batavia, Ohio 45103

Email: jmiller@co.clermont.oh.us

Fax: (513) 732-7330

The Clermont County Board of Elections is an Equal Opportunity Employer.

