

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

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Bethany O'Rourke Personnel Officer



NOTICE OF VACANCY ELECTION CLERK P/T

Date of Issue 07/22/22: Work tasks are primarily clerical in nature and include but are not limited to the following: Answer phones, take messages, and provide general information; Prepare outgoing mail; Process incoming mail; Verify signatures; Provide assistance to the public at front counter; Review and sort returned absentee applications and ballots; Stock various supplies for election day.

The title of Election Clerk is **Unclassified** under Tioga County civil service rules.

<u>Status:</u>	Permanent; serves at the pleasure of the Commissioners
<u>Work Hours:</u>	Part time, 17 - 28 hours / week; may include evenings and weekends during early voting
<u>Salary:</u>	\$17.00 / hour
<u>Location:</u>	Tioga County Board of Elections

Special Requirement: Applicants must be a registered Democrat.

Apply Online by using our "Online Application Tool":
<https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: APPLICATIONS ACCEPTED UNTIL POSITION HAS BEEN FILLED

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application.