

# Personnel and Civil Service

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

Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 [www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)



## NOTICE OF VACANCY ELECTION CLERK

**Date of Issue 05/30/24:** 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.

**Status:** Permanent; serves at the pleasure of the Commissioners  
**Work Hours:** Part time, 17 - 28 hours / week; may include evenings and weekends during early voting  
**Salary:** \$18.57 / hour  
**Location:** Tioga County Board of Elections

**Special Requirement:** Applicants must be registered to Democratic party.

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