

Personnel and Civil Service

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

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NOTICE OF VACANCY ELECTION CLERK

Date of Issue 01/24/25: Work tasks are primarily clerical in nature and include, but are not limited to, the following: Process voter registrations; Review and sort returned absentee applications and ballots; Prepare and inventory supplies for election day polling sites; Verify signatures; Prepare outgoing mail; Process incoming mail; Answer phones, take messages and provide general information to the public at the counter. Applicant must be willing to learn relevant portions of Election Law to be able to perform these job duties.

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: \$19.22 / hour
Location: Tioga County Board of Elections

Special Requirement: Applicants must be registered to Republican party.

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