

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; Two (2) Full time, temporary positions

Date of Issue 09/14/2020: 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; Stock various supplies for election day.

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

Status:	Temporary; from 09/16/2020 until 11/20/2020
Work Hours:	Full time, Monday-Friday; may include evenings and weekends
Salary:	\$12.80 / hour; no benefits
Location:	Tioga County Board of Elections

Special Requirement: Applicants must be registered to vote.

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

Apply by: APPLICATIONS ACCEPTED UNTIL POSITIONS HAVE BEEN FILLED

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