

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: September 14, 2023

DEPARTMENT: Muskingum County Board of Elections

POSITION TITLE: Election Specialist

STATUS: (2) Full Time (8:00 AM – 4:00 PM) **
Note: Hours may vary, with some weekends/holidays during election schedule

SALARY: \$16.25 per hour

DEADLINE: Open Until Position is Filled

QUALIFICATIONS:

- Excellent computer skills and software knowledge (including Word, Excel and data entry)
- Experience assisting the public.
- Maintain confidentiality of sensitive and confidential subject matter
- Detail oriented (ability to multi-task and be well organized)
- Ability to lift up to 40 lbs.
- Pass all pre-employment screenings.

Election Specialist duties and responsibilities include maintaining voter registrations and records, assist with candidate and issue petition filings, operation of electronic poll books and voting equipment. Requires good communication skills in dealing with public, computer skills, and answering phone. Be willing to learn multiple operations and perform office duties as required. Ability to multi-task and work in a busy, fast paced environment. Flexibility in work hours as needed.

If interested, submit both a completed Application and Resume, either by mail, email or in person by the deadline to:

Muskingum County Board of Elections
Attn: Marlee Gibson
627 Market Street
Zanesville, OH 43701
Email: muskingu@ohiosos.gov
EOE

EMPLOYMENT APPLICATION IS AVAILABLE ON THE MUSKINGUM COUNTY WEBSITE:
www.muskingumcountyoh.gov