

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: June 28, 2021

DEPARTMENT: Muskingum County Board of Elections

POSITION TITLE: Election Specialist

STATUS: (1) Intermittent (Hours may vary)

****Note: Hours may vary and include weekends/holidays during election season****

SALARY: \$13.50 - \$15.75 per hour

DEADLINE: Open Until Position Is Filled

QUALIFICATIONS:

- Pass all pre-employment screenings
- Experience with computers and software (Word, Excel and data entry)
- Experience dealing with the public
- Maintain confidentiality of confidential and sensitive subject matter
- Detail oriented (must to able to multi-task and be well organized)
- Must be able to lift up to 40 lbs.

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 scanner units. 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, send completed Application and Resume, either by mail, fax or in person by the deadline to:

Muskingum County Board of Elections
Attn: Marlee Gibson
627 Market Street
Zanesville, OH 43701
EOE