

Part-Time Summer Election/Office Assistant City of Farmington - City Clerk's Office

Rate of Pay: \$15 per hour

Hours Per Week: approximately 10-20

Job Duration: June 10, 2024 – August 9, 2024

Job Description:

We are seeking a dedicated individual to join our team as the Part-Time Summer Election/Office Assistant in the City Clerk's Office. This role offers a unique opportunity to support the democratic process and gain valuable experience in election administration. The ideal candidate will be detail-oriented, reliable, and flexible with scheduling.

Responsibilities:

- Assist with absentee ballot processing, including verifying voter eligibility and ensuring ballot integrity.
- Provide information and assistance to voters regarding election procedures, polling locations, and voter registration requirements.
- Provide general administrative support to the clerk's office staff.
- Assist with filing and organizing documents and supplies.
- Respond to inquiries from staff and the public via phone, email, and in person.

Qualifications:

- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Basic computer skills, including proficiency in Microsoft Office suite (Word, Excel, Outlook).
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Must be able to commit to working during the summer months and have flexible availability. There will be certain dates that you will be required to report to work. These dates will be discussed during the interview process.
- Must be able to pass the Qualified Voter File Online Training Course

Schedule:

This is a part-time position, with hours typically ranging from 10 to 20 hours per week. The schedule may vary based on election deadlines and when other employees are out of the office, but flexibility is available to accommodate the candidate's availability.

How to Apply:

To apply, please submit an employment application, resume, and cover letter outlining your qualifications and interest in the position to Meaghan Bachman, City Clerk by email at mbachman@farmgov.com

Applications will be accepted until May 31, 2024.