

## **Voter Registration Assistant Clerk – Part-Time**

**Position Summary:** The part-time voter registration assistant clerk assists the Director of Elections, Deputy Director for Voter Registration and elections staff in the overall administration of County elections, with an emphasis on the registration of new voters, maintenance of voter registration records, and absentee ballot processing.

### **Key Responsibilities:**

- Performs data-entry for voter registration and absentee ballot processing
- Provides voters with additional information about registration procedures, registration deadlines, and election dates.

### **Key Qualifications:**

#### **Requirements:**

- Two or more years professional experience in one or more technical disciplines relevant to the position.
- Proficiency with data-entry and on-line record-keeping. (Data-entry ability will be tested.)
- This position is a part-time, 20-hour per week position, with hours extended as needed.
- Must be available to work evening hours and weekends.
- As a condition of employment, selected candidates must refrain from participation in political activities.

#### **Desirable:**

- Knowledge of voting laws and procedures.
- Knowledge of Lackawanna County municipalities.
- Proficiency in Microsoft Office including Word and Excel.

This Job Summary is not intended to be a formal job description or a complete list of responsibilities but rather a summary of key job factors.