

Voter Registration Clerk

The Voter Registration Clerk, under the supervision of the Elections/Voter Registration Manager and at the general direction of the County Clerk, will support the functions of the Elections and Voter Registration Department within the County Clerk's Office. This is a full-time non-exempt employee position with benefits including health care, retirement and more. Salary negotiable based experience and qualifications.

A success candidate should be:

- Knowledgeable and comfortable with using computer technology for data entry and voter registration processing.
- Have excellent customer service skills in person, by phone and email.
- Have a high level of accuracy in data entry.
- An ability to learn and abide by both Federal and State election laws and procedures.
- Able to work in a stressful and fast paced environment.
- Able to assist with all aspects of election planning, preparation and coordination as directed.

Interested applicants should submit a cover letter and resume via email by August 10, 2018 to:

Carye L. Blaney, County Clerk
Monongalia County Clerk's Office
cblaney@monongaliacountyclerk.com