



POSTED: 08/02/21

## **JOB OPPORTUNITY #: 350-1132** **DEPUTY COUNTY CLERK** **ELECTIONS**

**Responsibilities:** Provides customer service and performs clerical duties for the Elections department, including voter registration and election administration. Helps design and implement education and outreach materials and communications.

**Status:** Full-time, benefited, non-exempt

**Working hours:** 8:00 a.m. - 5:00 p.m., Monday - Friday

**Location:** Columbia, Missouri

**Qualifications:** High school diploma or GED. Experience with Microsoft Office Suite.  
Preferred Qualifications: Canva, social media platforms, Adobe

**Starting Hourly Pay Rate:** \$15.00 - \$15.75 per hour

**Deadline for Application:** Applications will be accepted until the posting is removed.

Apply Now

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Apply by clicking the link above or by visiting our website at <https://www.showmeboone.com/hr/> . Call (573) 886-4395 if you have questions. Please contact us in advance if an accommodation is needed in order to apply.

The Apply Now link above will take you to our online application system where you can create a user profile or log into a profile you have previously created. You must have a user profile to apply for any county position.

Benefit-eligible employees receive paid vacation, 13 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low-cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.

**An Equal Opportunity Employer**