ELECTIONS OFFICE WORKER (PART-TIME)

Are you looking for part-time hours? Do you have an interest in the election process? Join us as a part-time Elections Office Worker! We are looking for individuals to help us organize, coordinate, and administer all federal, state, county, city, and school district elections within the City of Eau Claire. Duties include: maintaining the online WisVote state elections system; answering phone calls; assisting the public; and more!

Candidates must have a High School Diploma or equivalent (GED, etc.), have the ability to learn and work with the State elections database, be able to maintain confidentiality, and possess or obtain (within 30 days of hire) and maintain a valid Wisconsin Driver’s License. An Associate’s Degree in Business Administration or a related field and one year of office experience is preferred.

This is a part-time, non-benefit eligible position consisting of approximately 20 hours per week, although hours will vary depending on the election cycle and work needs.


Interviews expected to take place July 22, 2022. Candidates will be notified via email if selected to interview.

Equal Opportunity Employer.

Recruitment Snapshot: https://www.eauclairewi.gov/home/showpublisheddocument/39648

*Continuation of this wage range is dependent on approval by Eau Claire City Council as part of the 2023 budget process.