Join the **Ada County Clerk’s Office** team as we serve our community and build trust in government with this exciting opportunity as an **Elections Specialist**. Help advance democracy in your community by coordinating Election Day polling locations and early voting. This **full-time** position starts at an hourly wage of **$17.19-$17.67/hour** (depending on education, experience, and other skills) along with unbeatable benefits and perks:

- 11 paid holidays annually
- Paid vacation and sick time (accrued bi-weekly)
- Outstanding medical/dental/vision plans
- Generous PERSI (state funded retirement) with 401k and 457 options
- Investment in employees with professional development opportunities
- Employee on-site gym
- Employee Assistance Program (EAP) for help with life’s challenges
- Free public transit access

What’s the next step? Visit [www.govemmentjobs.com/careers/adacounty](http://www.govemmentjobs.com/careers/adacounty) to complete an application. We hope to meet you soon!

**ABOUT US**
Think you know government? Think again. The Ada County Clerk’s Office was the first government entity ever to be named one **Idaho’s Best Places to Work** because we take an innovative approach to increasing employee satisfaction. Our team places a high value on building trust in government while making our environment relaxed and enjoyable. Experience an atmosphere where balancing work and life is simple. We have done away with dreaded annual evaluations and focus on how we can help each other succeed every day. Complete an application and learn more about what makes the Clerk’s Office different.

**WHAT WE VALUE**
In this position, you will be interacting with a broad group of individuals from organizations and schools to facilitate voting and ensure polling locations are available and accessible. It is important that we bring qualities such as kindness, innovation, and a willingness to help. As a Clerk’s Office team we value learning, transparency and, ultimately, focusing on what matters.

If you’re ready to use these traits to serve your community, please continue reading!

**JOB FEATURES AND REQUIREMENTS**
As the primary point of contact for polling locations and early voting, in this position you will ensure all Ada County precincts have a designated polling location that meets federal standards for accessibility. You will gain a unique insight into the democratic election process and serve as a key part of the elections team. You will need:

- High school diploma or equivalent;
- Customer service experience involving frequent public interactions;
ARE YOU READY?
If you are excited about this opportunity, apply to join us as we serve our community in a way that builds trust in government.