KOOTENAI COUNTY
invites applications for the position of:

Temporary Elections Clerk

DEPARTMENT: Clerk - Elections
SALARY: $10.00 Hourly
OPENING DATE: 12/05/19
CLOSING DATE: Continuous

SUMMARY:

TEMPORARY ELECTIONS CLERKS NEEDED

Check out our Elections Department Information Page:
http://www.kcgov.us/elections/narrative.asp

APPLY ONLINE AND ATTACH A COVER LETTER AND RESUME

ABOUT THE POSITION: As a Sworn Deputy Clerk this temporary position performs numerous routine-to-complex records management tasks such as registering voters, administrating Elections, upholding laws. This position represents the Elections department to all parties involved from the Secretary of State to the general public and must promote public trust.

- $10.00 per hour on a temporary basis
- Position ends by December 31, 2020
- Seasonal with no benefits
- Monday through Friday 40 hours per week

View the full job description

THIS IS THE JOB FOR YOU IF:

- You are interested in the Elections process, the political system, laws and ordinances.
- You are able to be a Sworn Deputy Clerk.
- You can meet legally mandated notice requirements and filing deadlines and process election documents accurately and within tight deadlines.
- You have excellent customer service skills.

• You can use sound judgment in following and applying appropriate Idaho laws governing elections, regulations, policies, and procedures.

DO YOU QUALIFY?

• Do you have a High School Diploma or GED plus a minimum of 6 months' customer service experience?
• Do you have a minimum of 3 months' government experience?
• Do you have knowledge of the political system, State and County statutes/ordinances, precincts, election laws, and election procedures?
• Do you possess or have the ability to obtain a valid driver's license, and are you insurable?
• Are you able to obtain a notary certificate (preferred)?

CONTACT US:
Human Resources (208) 446-1640
kchr@kcgov.us

OUR LOCATION: Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. Click here to learn more about living in Kootenai County.

TO APPLY: Apply online at www.kcgov.us. Attach cover letter and resume to online application. Must successfully pass the County's pre-employment and subsequent drug tests.

EOE/Vets Preference/Drug Free Workplace

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.kcgov.us/departments/personnel/jobs/

451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83816
(208) 446-1640
kchr@kcgov.us

Temporary Elections Clerk Supplemental Questionnaire

* 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.
   □ Yes □ No

* 2. Have you been to our website? http://www.kcgov.us/elections/
   □ Yes □ No

* 3. Have you fully read the job description for the posted position?
* 4. What computer programs are you most familiar with?

* 5. How many words per minute can you type?
   - Yes
   - No

* 6. If you are a veteran, did you attach a copy of your DD214?
   - Yes
   - No

* Required Question