

Elections/Recording Clerk  
Adams County Clerk  
201 Industrial Avenue  
Council, ID 83612  
Ph: 208-253-4156  
Fax: 208-253-4880  
sward@co.adams.id.us

Adams County Clerk is seeking applications for a deputy clerk to manage elections and other duties. The general duties include handling elections, recording of documents, maintaining various other County records; processing passport applications and hardship assistance applications, and assisting the public; performing related work as required.

Qualified candidates must demonstrate communication and organizational skills, and familiarity with common software programs and office equipment. Attention to detail and technical skills are required. Experience in an office setting is preferred.

Applications are available by request or available on the county website:

[www.co.adams.id.us](http://www.co.adams.id.us). Cover letter and résumé may be included, by email, to sward@co.adams.id.us. The rate of pay may start between \$16.88-\$17.91 per hour depending on experience. The position is classified as 40 hours per week with full benefits. Background checks and pre-employment testing are required. Adams County is an equal opportunity employer. Applications will be accepted by Friday, July 15, 2022.