

Starke County Clerk's Office

53 E. Washington St. Knox, IN 46534

Phone 574-772-9128

Email: bmanuel@co.starke.in.us

Part Time Election Clerk

Job Description

Salary: Starting at \$10.64

Date: May 10, 2021

Qualifications:

1. Excellent Customer Service skills
2. Computer experience
3. Telephone experience

Essential Functions:

1. Knowledge, Skill and Abilities
 - a. Greeting the public
 - b. Communication abilities
 - c. Abilities to learn new computer programs
 - d. Able to maintain confidentiality
 - e. Able to work alone and with others
 - f. Ability to multitask efficiently
2. Physical Requirements:
 - a. Able to sit and or stand for prolonged periods
 - b. Able to manually move, lift, carry, pull, or push heavy items
 - c. Able to stoop, kneel, bend and reach
 - d. Require regular attendance and or physical presence at the job
 - e. Able to climb stairs

General Responsibilities:

1. Greeting the Public with supreme customer service skills
2. Meeting deadlines set forth with IC Codes
3. Maintain voter registration both digitally and in hard copy
4. Prepare / accept filings from candidates
5. Maintain proper hygiene, sanitary and safety practices as regulated by state and local government
6. Ability to research answers posted by questions from the public and candidates

And any other job that the Clerk may delegate to the Election Clerk