

**COUNTY OF CARBON  
JOB ANNOUNCEMENT  
NON-UNION**

**BULLETIN X**

**POST DATE:** April 29, 2021

**APPLICATION DEADLINE DATE:** May 12, 2021

*Applications to be filed with Human Resources Department – County Administration Building  
mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or  
email: [carbonhr@carboncounty.net](mailto:carbonhr@carboncounty.net) or  
fax: 570-325-9492*

**POSITION:** Part-Time Election Clerk

**DEPARTMENT:** Elections Department

**RATE OF PAY:** \$11.16 per hour

**HOURS WORKED:** As Scheduled - **Must be available before/during and after the General and Primary Elections**

**OVERALL OBJECTIVE OF JOB:** To perform a variety of specialized departmental clerical duties and responsibilities within the assigned department.

**QUALIFICATIONS:**

High school diploma or equivalency, plus some business/clerical and computer training. 1 year working experience in office environment, county government or court system. Or, any acceptable combination of equivalent training and/or experience.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Type's letters, reports, memos and other documents required by the department staff.
2. Sorts, copies and/or files correspondence and documents within the department.
3. Answers telephone and takes messages or transfers calls to proper individuals.
4. Greets and assists general public by taking or providing information, receiving payments or directing them to proper locations.
5. Prepares and processes required department documents, forms and reports as required.
6. Updates information in the computer and generates related reports.
7. Operates computer, typewriter, adding machine, copier and other office equipment as needed.
8. Compiles data within department for completion of reports.
9. Assists department staff with special projects, reports or assignments or in administration of special department functions, as requested.
10. Maintains accurate files, statistics, manuals or other department documents as requested and as necessary.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with public, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to County information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
6. Must possess general knowledge of modern office practices and procedures and ability to apply same to essential duties of job.
7. Must possess knowledge and ability to practice current and accurate usage of grammar, spelling and filing procedures.
8. Must possess ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.
9. Must possess ability to perform simple math calculations with accuracy and reasonable speed, and to perform simple banking duties.
10. Must possess ability to learn county department and legal rules, procedures and practices as necessary within department.
11. Must possess ability to be able to handle a variety of clerical duties and switch from one to another throughout the workday.
12. Must possess the ability to assign and review work within department as requested.

**WORKING CONDITIONS:**

1. Works indoors in adequate office space, lighting, temperatures and ventilation.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

**PHYSICAL REQUIREMENTS:**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of reaching, standing and walking and occasional periods of bending, twisting, and stooping as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for typewriter or computer, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to move frequently throughout the workday as needed to carry out essential job duties.
6. Must be able to pay close attention to details and concentrate on work.

**AN EQUAL OPPORTUNITY EMPLOYER**