

Cape Girardeau County Clerk's Office Job Posting

Election Specialist.

Responsibilities: Performs a variety of professional and technical duties pertaining to elections and voter registration, including poll worker scheduling, equipment and supply preparation, absentee voting administration, election payroll and bill reconciliation, voter registration list maintenance, and other general office tasks.

Experience: The preferred candidate will have knowledge of current election laws and the Missouri Statutes governing elections. Ability to interpret and apply Missouri State Election Law, ability to interact effectively with employees and the general public, must be proficient in Microsoft Word, Excel, PowerPoint and Publisher. Ability to perform detailed tasks without error while working on multiple projects.

Requirements: Excellent customer service skills. Registered voter. Valid State of Missouri Drivers License. Skilled in oral and written communication; attention to detail; the ability to work under pressure; ability to schedule and organize workflow; the ability to work well with others; and a bi-partisan spirit are additional requirements. Must be able to lift 40 lbs. frequently.

Full-time non-exempt position includes a full benefit package.

High School Diploma or GED, Bachelor's degree in public administration, business management, political science or related field or any combination of experience or education equivalent to 5 years of experience sufficient to successfully perform the essential duties of the job.

Interested parties may submit a letter of interest and resume to kclark@capecounty.us.