

## **General Clerk Positions (Temporary)**

The Prince George's County Board of Election is currently seeking qualified individuals to fill temporary clerical positions in its Administration, Records Maintenance and Election Operations Divisions to prepare for the upcoming April 3, 2012 Presidential Primary Election.

The applicant must have excellent computer skills, possess excellent data entry skills, possess excellent written and oral communication skills, must be able to work in a fast paced, stressful environment, and must be a team player.

The normal hours of operation is Monday-Friday, 8:00 a.m. – 4:30 p.m. In order to meet election-related deadlines, mandatory overtime is imposed that will include weekend, holiday and evening hours.

### **General Clerks will:**

- Receive, process, file and disseminate voter registration applications, absentee ballot applications, provisional ballot applications, and perform various other registration and election record-related tasks.
- Respond to telephone inquiries.
- Schedule Election Judges for training and assist with processing judges' payroll.
- Assist in preparation and distribution of Election Day materials.
- Train Voter Registration Volunteers.
- Assist with packing of Election Materials for Election Judges.
- Perform tasks and duties as assigned within responsibility level of this class of work.

### **CANDIDATES MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS:**

- Must be registered to vote in Maryland.
- Experienced with using computers, Microsoft Office software, data entry software.
- Final Candidates must submit to and pass a background check.
- Have a high school diploma or GED equivalent. (Any equivalent combination of relevant education, training, and experience will also be accepted.)
- Candidates interested in data entry positions must pass a data entry test.

**HOURLY PAY RATE:** \$10 - \$13 per hour

**ELIGIBILITY TO WORK:** Applicants selected for employment will be required to show and verify authorization to work in the United States.

Interested persons should send resumes to Daneen Banks, Deputy Administrator, 16201 Trade Zone Avenue, Upper Marlboro, Suite 108 Maryland 20774. Resumes may be faxed to (301)430-8080 or emailed to elections@co.pg.md.us.