

# Job Posting

The County of Elk has an opening for a Full Time Deputy Director of Elections/Voter Registration. Responsible to process and maintain accurate voter registration records, perform periodic testing on equipment; assist Director with election preparation, including ensuring election integrity, poll preparation, worker assignment, and scheduling. Provides office support for walk-ins, calls, and correspondence. Assist candidates with process and petitions.

The minimum annual payrate for this position is \$25,061 with a maximum rate of \$37,592. This is a 35-hour M-F workweek, Non-Exempt, Non-Union position. The County of Elk offers an attractive benefit package.

High school diploma or equivalent is required, with three (3) years of administrative experience. Proficiency in MS Word, Outlook, Excel. Above average communication and interpersonal skills. Training includes both in-house, and occasional offsite sessions, some of which may include paid overnight travel. Possibility of mandated overtime during election periods.

Applications are available at the Commissioner's Office daily from 8:30AM to 4:00PM or online at [www.countyofelkpa.com](http://www.countyofelkpa.com) and then go to the Employment section.

EOE