



JOB OPPORTUNITY #: 1510-7524

TEMPORARY ELECTIONS WORKERS POOL
COUNTY CLERK

Responsibilities:

Several people needed immediately for temporary election help. Clerical, data entry and customer service skills will be needed to successfully work with the public in this capacity.

Status:

Temporary, 20 hours per week, non-benefitted

Working hours:

8:00 am – 5:00 pm, Monday – Friday

Qualifications:

High school diploma or GED; must have knowledge of standard office equipment; ability to work independently without close supervision; strong attention to detail, and a high level of accuracy required; AS/400 experience a plus. Detailed experience with iOS software and devices required. Must be a Boone County resident and U.S. citizen.

Hourly Rate:

\$12.00

Deadline for Application:

Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com or in person at the Human Resources Department, 613 E Ash Street, Boone County Annex, Room 102, Columbia, MO 65201, or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. To see a complete list of posted positions, submit an online application, or download and print a paper application, visit our website at: www.showmeboone.com/hr.

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