

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

### UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

**AN EQUAL OPPORTUNITY EMPLOYER**

October 3, 2017

17-53

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#### POSITION ANNOUNCEMENT

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POSITION: **On-Call Elections Helpers (Seasonal)**

POSITION #: 17-53

DEPARTMENT: Elections Division

SALARY: \$10.25/Hour

CLOSING: OTF

**Training is provided for all tasks; work occurs in April, May, October and November**

#### **Elections Data Entry and Customer Service**

- Basic computer skills
- Enter voter registration data on a computer following specific procedures
- Answer questions from the public in person and on the phone
- Must be able to lift up to 30 lbs.; job may require standing for long periods
- Works primarily in April, May, October and November. Daily hours are variable (1-8) and intermittent; late night shifts on Election Day; occasional weekend work

#### **Election Board Room Worker**

- Work as part of a two person team member opening and inspecting ballots; job requires sitting, standing, and the ability to follow specific oral and written instructions
- Must work entire shift with no exceptions; may work 3-5 days up to and including Election Day; may require working until early morning hours on election night

#### **Election Ballot Counting Equipment Operator**

- Work as part of a two person team member operating ballot tabulation equipment; load and unload ballots from equipment
- Basic computer skills required; must be able to lift 30 lbs.
- This is a standing job for entire shift; must work entire shift with no exceptions; may work 3-5 days up to and including Election Day; may require working until early morning hours

**HOW TO APPLY:** Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).