CONTRA COSTA COUNTY
Clerk Recorder- Elections Department

SEASONAL EMPLOYEE JOB ANNOUNCEMENT

The Elections Division is responsible for conducting all Federal, State, School, County, City and Special District elections in the county. We are currently accepting applications for Seasonal Employee for the November 6, 2012 General Election cycle.

HOW TO APPLY: Applicants need to come in person to fill out application. Please bring your resume, references and cover letter indicating your availability schedule.
Our address is:

Contra Costa County Elections Division
555 Escobar Street, Martinez, CA 94553
(925) 335-7800

DESCRIPTION: Performs various clerical and physical labor activities prior, during and post elections process. The position is full-time seasonal with a performance-based opportunity to work in other statewide or countywide elections.

QUALIFICATIONS: Ability to multi-task and perform cross-functional duties (data entry, filing, stocking). Must be detail oriented, available to work weekends, holidays and overtime hours and have strong team ethic. Perform other duties as assigned.

REQUIREMENTS:

- Be a registered voter or be eligible to register to vote in California
- Must pass background check
- Able to stand on feet all day, lift 30-50 lbs; (repetitive motion, lifting, squatting, reaching, grasping, carrying, typing)

Election Day requires working from 16 to 20+ hours straight. This is the single most critical time for this division and the position may require to perform any of the above physical requirements or essential functions for more than 8 hours per day, including weekends, evenings and holidays (mandatory overtime).

- Must comply with department's security and safety rules.

Right candidate must be:

- Punctual and responsible
- Able to follow instructions and not deviate from them
- Comfortable working around electronic equipment
- Able to use computer keyboard and be detail oriented.

COMPENSATION: $12.51 /hour. Applicant must become member of Union Local 2700 AFSCME as a condition for employment.

SELECTION PROCESS: Candidates will be contacted for interview.