

# NOTICE OF VACANCY

**DEPARTMENT:** Board of Elections - Democratic

**TITLE:** Election Worker

**SALARY (GRADE):** \$250/day – Election Inspector  
\$275/day – Election Coordinator

**THIS IS AN UNCLASSIFIED CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** Election Inspectors work at the polling sites on Election Day to ensure elections are conducted in a fair and impartial manner. They are also referred to as Poll Workers. Election Inspectors are responsible for a variety of tasks on Election Day. Some of your responsibilities would include preparing the polling place for voting, setting up the voting equipment, signing-in and processing voters, demonstrating voting procedures to the voters, closing the polling place, canvassing, and reporting the results, assisting voters, if requested. At each poll site, one Democratic and Republican Election Inspector will be designated as the Election Coordinator. Additional duties for Election Coordinator would include oversight of activities and workflow, ensuring all required paperwork is completed, delivering the machine data chip and machine tapes to the designated regional drop-off site, and delivering the supply bags to the designated regional drop-off site.

**MINIMUM QUALIFICATIONS:** In order to be an Election Worker in Oneida County, you must meet the following:

- Be a registered voter (Democrat, Republican, or No Party Affiliation)
- Be at least 18 years of age
- Be an Oneida County resident
- Cannot hold public office or be a candidate running for public office
- Cannot be the spouse, parent, or child of a candidate who is running for office in the election district you are assigned to work.
- Must be able to speak, read, and write in the English language

**SPECIAL REQUIREMENTS:**

1. Attend an official training class offered by the Board of Elections.
2. Pass an annual Training Exam to be re-certified.
3. Take an Oath of Office annually.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** May 26, 2023

**\*\*Oneida County is an equal opportunity employer\*\***

05/12/2022