



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Board of Elections (Democrat)
CIVIL SERVICE TITLE: Principal Clerk
CLASSIFICATION TYPE: Unclassified
SALARY (GRADE): \$40,042 (21W) Plus Excellent Benefits
APPLICATION DEADLINE: April 19, 2024
APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to assist the Commissioner of Elections to:

- Answering the phones;
- Greeting walk-ins;
- Mailing early voting, absentee and voter registration applications as requested;
- Retrieving, date stamping, and processing the mail;
- List Maintenance, including new registrations, name, address and enrollment changes, duplication checks, cancellations, and returned mail check cards;
- Scanning, filing, and distributing copies of designating, independent and caucus nomination documents;
- Preparing election supply bags in advance of elections before elections;
- Removing of election material from supply bags after elections;
- Record in person voting history of valid affidavit voters;
- Canvassing and recanvassing of ballots in teams, as directed;
- Other projects and tasks as assigned by the Commissioners & Deputies.

MINIMUM QUALIFICATIONS: Appointed based on clerical and administrative experience and other such qualifications, as the Commissioner of Election may determine appropriate.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 03/25/2024