ELECTION WORKER

The Unified Government of Wyandotte County/Kansas City, Kansas is now accepting applications for Election Worker. This position is seasonal/temporary with no benefits.

Applications may be obtained on our website www.wycokck.org or in the Human Resources Department, 701 North 7th Street, Room 646, Kansas City, Kansas, Monday through Friday, 8:00 a.m. and 5:00 p.m.

Location of Position: Election Office, 850 State Avenue, Kansas City, Kansas

Brief Job Description: The persons selected for the position will provide voter services and election preparation assistance. Duties may include any of the following –

• Voter registration services, such as receipt and completion of applications, database entry, voter notices of registration, voter correspondence, answering applicant and voter questions, recording address or name changes, and voter list maintenance.
• Advance voting services, such as receipt and completion of applications, database entry, preparing ballots for mailing, receiving and organizing returned ballots for counting, and early voting assistance.
• Election systems preparation, pre-election testing, deployment, and post-election testing. Duties may include proofreading ballots, preparing ballots for distribution to polling places, election system preparation and technical support during voting, the preparation, testing, deployment, and return of ballot boxes, and the collection and preparation for secure storage of voted and un-voted ballots.
• Duties may include data entry in an election worker management program, attending community meetings or events to recruit election workers, providing training on specialized equipment, preparing and distributing supplies for polling places, accounting for non-expendable supplies after each election, and preparation for the next election.
• Providing general assistance to the conduct of elections where most needed.

Minimum Qualifications: High school diploma or GED or satisfactory completion of the 10th grade or higher with a faculty and parent recommendation. All workers must be registered voters or, if under age 18, be otherwise eligible for voter registration. Must be a resident of Wyandotte County.

Salary: $9.01-$13.65/hr.

Deadline: Wednesday, October 21, 2020

THE UNIFIED GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER