

BINGHAM COUNTY
DEPARTMENT of HUMAN RESOURCES
501 North Maple #202
Blackfoot, ID 83221

David Lane, Director
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April 19, 2017

BINGHAM COUNTY, IDAHO

Position: Deputy Clerk/Elections Assistant - Clerk's Office
Salary: \$14.04/hr
Closing Date: May 12, 2017 @ 5.00pm

The principal function of an employee in this class is to perform a variety of technical and clerical duties involved in elections. A Deputy Clerk/Elections Assistant must possess strong clerical and customer service skills. This position also performs administrative work assisting the County Clerk and the Elections Director in performing legally defined County statutory functions. The work is performed under the supervision of the County Clerk/Auditor but some latitude is granted for the exercise of independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment. This is a part-time, non-benefit position.

Minimum Requirements:

High School Diploma or equivalent is required and business office training is preferred;
Two (2) years office experience is required, or any equivalent combination of experience and training.
Ability to work with the public and a variety of individuals who come to the Clerk's Office needing information about elections and voter registration.
Must be able to lift or move up to 25 lbs on occasion and to sit and work at a computer for an extended period of time, and work in an office environment.
Ability to operate standard office equipment including a personal computer and related software applications, including Word and Excel.

Special Qualifications:

Ability to work a flexible schedule requiring <u>full-time hours</u> February through May, July through August and October through November.
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Items that must be attached to your application upon submission:

A copy of your high school diploma, school transcript or GED
A copy of your valid Idaho Driver's License
A Resume

How to Apply

A detailed job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, 501 N Maple, Room 110 in Blackfoot or you may find the application on our website at www.co.bingham.id.us. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above or you may mail it to this address: Bingham County Human Resources, 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, the postmark must be by the closing date of this job posting. You may also fax the paperwork to (208) 782 2681 or email to: lpope@co.bingham.id.us by the closing date and time.

A Resume submitted without the application will not be considered for the position.

The fourth page of the **application** is an Authorization for release of Records and Personal Information. You will need to sign this in front of a Notary Public. You may bring a picture ID with you to the courthouse and HR will notarize this page for you.

If your application is not complete or does not have the required documentation, you will not be considered for this job posting.