



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **ELECTION AIDE**

SALARY: \$22.75/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Board of Elections, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday)
****BENEFITS ARE BASED ON EMPLOYMENT STATUS****

JOB SUMMARY: The work involves responsibility for performing routine clerical work. The work is primarily of a routine nature and involves the performance of standard clerical tasks. The work is performed under general supervision of the Commissioner of Elections as well as the Deputy Commissioner of Elections and senior employees of the department. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:
Candidates must possess a New York State driver's license and be a registered voter.

Posting Date: **March 20th, 2024**

Application Deadline: **April 1st, 2024**

Additional Information: Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer