PINE COUNTY

ADMINISTRATOR'S OFFICE
635 NORTHRIDGE DRIVE NW SUITE 200
PINE CITY, MN 55063
1-800-450-7463
FAX (320) 591-1628

DATE POSTED: May 19, 2022
Deadline: June 03, 2022

EMPLOYMENT NOTICE

ELECTIONS ASSISTANT – 2 POSITIONS

Position: Temporary Elections Assistant
Union: Non-Union
Location: Pine City, MN
FLSA Status: Temporary, non-exempt

ESSENTIAL DUTIES:

- During the August 9, 2022 Primary Election and November 8, 2022 General Election cycles:
  - Processing absentee/early voting requests by mail, in person, and online.
  - Preparing and mailing ballots to all mail ballot jurisdictions and absentee voters.
  - Assisting absentee and mail ballot voters with in-person voting
  - Answering questions regarding absentee and mail voting and voter registration in person and over the telephone
  - Testing and preparing election equipment for precinct use and assists with disbursing election equipment and supplies to election administrators.
  - Serving as a certified election judge on the UOCAVA and Regular Ballot Boards.

OTHER ESSENTIAL INFORMATION:

- Position will be from June 15-August 17, 2022 and September 14-November 18, 2022. Candidate must commit to working both date ranges.
- Weekly hours of the position will vary from 8-40 hours per week depending on workload. 40 hours per week will be likely the two weeks prior to the stated elections.
- Hours are flexible Monday-Friday 8:00am-4:30pm with the following required exceptions:
  - Saturdays, August 6, 2022, and November 5, 2022 10:00am-3:00pm.
  - Until 5:00pm on the following Mondays: August 8, 2022, and November 7, 2022.
  - Until most precincts have reported on the above election dates (sometimes after midnight), if possible.

MINIMUM QUALIFICATIONS:

High school diploma or GED and candidate must be registered to vote in Minnesota or have the ability to be registered to vote in Minnesota. Chosen candidate will complete the training to become a certified election judge.

APPLICANT INFORMATION:

All applicants must complete a county application and Election Judge Interest Form. Download the application on the web site at http://co.pine.mn.us under *Departments/Human Resources/Employment Opportunities* and mail in, fax (320-591-1628) or email to hr@co.pine.mn.us at the County Administrator/HR office by 4:30pm on **Friday, June 3rd.**

PINE COUNTY PERSONNEL SYSTEM

CLASSIFICATION: Temporary Elections Assistant
PAY GRADE: $15.00-$17.00/hour
RATING METHOD: The selection process will include a formal interview and may include testing and/or other methods of selection.
CLOSING DATE: Friday, June 03, 2022

An Equal Opportunity Employer/Affirmative Action Employer