

# Part-time Canvassing Clerk

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**Description:** Temporary Part-time Canvassing Office Clerk

**Dates:** June 4 through November 30, 2018  
Applications: April - May

**Office Hours:** Monday through Wednesday, 8:30 AM to 4:30 PM; Thursday, 8:30 AM to 6:30 PM;  
Friday, 8:30 AM to 2:30 PM

**Hours Needed:** 20 Hours per week (flexible)  
Additional days/hours will be needed the weeks before and after elections to be held September 12 and November 6.  
Election Day office hours are 7AM to 9PM

**Rate:** \$21.00/hour

**Overall Responsibilities.** Assists the Registrar of Voters and Canvassing Office staff in performing specialized clerical work that includes the skilled operation of a network Central Voter Registration System (CVRS) that is connected to the 38 other cities and towns in the State as well as to the Secretary of State and the Board of Elections. Work involves assisting in the preparation and maintenance of all records of the Town concerning voter registrations and preparations for the 2018 midterm elections. Work is performed under the supervision of the Registrar.

**Assists in the following tasks:**

- Processing applications for voter registrations received through the Division of Motor Vehicles, online, at the counter, through the mail, at the polling sites, or from the Board of Elections;
- Assisting voters to cast their ballots during the Emergency Voting Period (20 days prior to each election)
- Assisting in the preparations for the 2018 midterm elections (September 12 & November 6);
- Preparing applicable paperwork for election workers appointments;
- Attending election trainings offered by the Secretary of State and Board of Elections; and
- Performing related work as required.

**Needed Knowledge & Skills:**

- Possesses effective written and verbal communication skills;
- Comfortable with general office practices, equipment and software programs (printers, copy machine, Microsoft™ Office programs)
- Comfortable taking direction, showing initiative, and accepting responsibility;
- Able to understand and follow written and oral instructions in English; and
- Able to maintain effective working relationships with supervisor, office staff, Canvassing Board members, other Town departments, state officials, and the public.