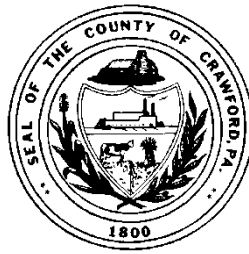


Crawford



County

ERIC S. HENRY
FRANCIS F. WEIDERSPAHN JR.
JOHN CHRISTOPHER SOFF
County Commissioners

Human Resources
Department
COURTHOUSE
MEADVILLE, PA 16335
(814) 333-7396

BRITTANY L. JOHNSTON
Director of Human Resources

KEITH A. BUTTON
Solicitor

JOB VACANCY

Posting Period: September 18, 2023 – September 25, 2023

Job Title: Clerk Typist I – Election & Voter Services

Location: Crawford County Election & Voter Services, 903 Diamond Park
Meadville, PA 16335

Classification: Full Time – Non-Exempt, Union

Work Hours: 8:30A.M. - 4:30P.M. Monday-Friday (35H).

Essential Duties: Answer incoming telephone calls, maintain filing and record keeping, assist with Voter Registration and Absentee/Main-In applications, register new voters, assist the office with preparation and execution of the Election, work directly with the general public, and all other duties as assigned. Must be able to learn the PA State Voter System, SURE.

Qualifications: High School diploma or equivalent with business or computer training preferred. 1 -2 years work within an office environment and with the general public or any acceptable combination of experience or training. Knowledge of the Election process is preferred. Experience with Microsoft Office.

Pay: \$16.28 per hour, per SEIU Residual Contract Pay Matrix

Benefits: Excellent benefit package.

How to apply:

Submit a cover letter, resume and county application to jmcfarland@co.crawford.pa.us or to Crawford County Election and Voters Services, 903 Diamond Park, Meadville, PA 16335

Applications are available in the Human Resources office or on the County's website: www.crawfordcountypa.net

Late applications will not be accepted.