

Crawford



County

ERIC S. HENRY
Chairman

SCOTT T. SCHELL
Vice-Chairman

CHRISTOPHER R. SEELEY
Secretary/Treasurer

BRITTANY L. JOHNSTON
Director of Human Resources

KEITH A. BUTTON
Solicitor

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

JOB VACANCY

Posting Period: June 20, 2025 – July 7, 2025

Job Title: Per Diem Clerk – Election & Voter Services

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

Classification: Per Diem

Work Hours: 8:30A.M. - 4:30P.M. Monday-Friday; schedule (days and hours)
will vary as needed

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. Some knowledge of the Election process is
preferred. Experience with Microsoft Office.

Pay: \$17.00 per hour, depending on experience

Benefits:

None

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.