



# Job Openings for Seasonal Election Clerks

The Contra Costa County Elections Division has immediate openings for civic minded, seasonal clerks to work in various capacities during this exciting presidential election season. Your excellent customer service, data entry and general office skills may qualify you for any of these unique assignments. Typical duties include customer service, data entry, clerical assistance, assembly, and other non-technical assignments.

No elections experience required and training will be provided. Minimum qualifications for these positions include the following; possess a high school diploma, GED equivalency or high school proficiency test. In addition, the successful candidate must possess a valid driver's license and have reliable transportation.

The pay for all positions is \$13.40 per hour. All positions are located in Martinez, California. There are immediate vacancies for work through June 24<sup>th</sup>. Regular working hours are 8:00 am – 5:00 pm Monday through Friday. Shift work, overtime and Saturday schedules may be required. If you are interested in this exciting opportunity, please email your resume to Alicia Little [Alicia.Little@vote.cccounty.us](mailto:Alicia.Little@vote.cccounty.us) . If you have questions call 925.335.7800.