

# COUNTY OF LEBANON

## Job Announcement-EXTENDED

Posting Date: October 6, 2021

<b>Position:</b>	Chief Clerk of Elections
<b>Department:</b>	Voter Registration Office Room 209 Municipal Building 400 S. 8 <sup>th</sup> Street Lebanon PA, 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	8:30AM-4:30PM, Monday through Friday; with extra hours as needed on evenings and weekends
<b>Pay Grade:</b>	15 (Non-union Pay Chart)
<b>Salary Range:</b>	Negotiable
<b>Full-time Employee Benefits:</b>	*Paid health, vision, and prescription insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Wednesday, October 20, 2021.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

The Department Head position is responsible for overall operations of maintaining the voter registration rolls and conduct of elections in accordance with County, State, and Federal rules and regulations, while strictly adhering to the election calendar. DH is expected to perform administrative and clerical tasks in the operations of the office. Responsibilities include, but are not limited to, oversight of operations on a voter registration filing system and database, programming paper and electronic ballots, compiling and certifying election results, reviewing and maintaining election-related documents, submitting reports, overseeing the purchase, setup, maintenance, and storing of voting machines and equipment, securing and equipping polling places, and recruiting, training, and evaluating election workers. The work is performed on a computer utilizing State and local programs. This position also provides public information related to elections and voter registration and interacts extensively with the public, state and local governments, candidates, political parties, and media.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

Considerable government experience, supplemented with supervisory experience and a Bachelor's Degree in public administration, business administration, or political science or other related fields, or any combination of experience and training which provides the required knowledge, skills and abilities.

#### **Application and resume submission options:**

**Scan and email your application and resume directly to:**  
Human Resources  
**Email:** [Apply@lebcnty.org](mailto:Apply@lebcnty.org)

**Mail:**  
ATTN: Leeanne Shank, Human Resources Assistant  
Room 200  
400 S. 8th Street,  
Lebanon, PA 17042

**Fax:** (717) 675-2668

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