

Part-Time Registrar Clerk - 1612

The County of Fluvanna, VA Registrar's Office is seeking Temporary Part-Time Clerks to operate the Early Voting Precinct.

The candidates must be reliable; detail-oriented and demonstrate excellent customer service. Duties include, but are not limited to, clerical and administrative responsibilities for the Registrar, data entry, and the handling of confidential information. Ensures that voters are correctly registered and that all records and statistics are accurately maintained. Assists in the election process under applicable laws mandated policies and established procedures. Performs work under regular supervision of the Registrar or her assistant.

Must possess the following skills: organizational, time management, computer (Microsoft Word, Excel, and PowerPoint) is not required but a plus, communication, mathematical, and writing.

High School diploma or equivalency supplemented with related clerical experience required.

This position is not benefits eligible.

The candidates must be able to lift up to 40lbs on occasion and will work on an as-needed basis with fluctuating hours that may run from 20 or more hours per week during election season.

\$12.16 per hour

EOE

Position is open until filled.

Submit a County application or resume to jobs@fluvannacounty.org

Applications are available at www.fluvannacounty.org