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POSITION ANNOUNCEMENT

## **INTERMITTENT SUPPORT**

### **ST. CHARLES COUNTY ELECTION AUTHORITY**

**Starting Salary:** \$ 10.49 Per hour

This is a temporary as needed position with an average of 40 hours per week from approximately June 8 through mid to late August, 2010.

**JOB DESCRIPTION:** Assist with signature verification on citizen petitions using voter registration database and scanned imaging system to verify county residency and correct Congressional District. Uses the petition screen to input each individual petition and to verify duplication possibilities. May assist with other election office tasks including canvas reminder cards, data entry, voter history and filing voter registration cards. Assists with other office duties as assigned.

**REQUIREMENTS:** Requires graduation from a general or technical high school or equivalent. Candidates must be registered to vote. An equivalent combination of education and experience that provides equivalent knowledge, skills and abilities will be considered. Requires working skills in data entry and database searches. Ability to operate standard office equipment. Ability to interact and communicate effectively with general public. Requires completion of computerized clerical skills tests, with minimum passing scores for data entry of 75 KSPM and 90% accuracy or typing 30 WPM.

**TO APPLY:** All applications must be submitted through our Self Service Website at [www.sccmo.org/hr](http://www.sccmo.org/hr). We do not accept faxed, e-mailed or print applications. Terminals are available on site at the HR Dept., Room 519, St. Charles, MO 63301 Monday through Friday, from 8:00 am – 5:00 pm.

**To assure consideration, applications must be received by April 8, 2010.**  
**To schedule clerical skills testing please call (636) 949-7320, Monday through Friday from 8:00 am – 5:00 pm.**

**Please call the Job Hotline at 636-949-7320 or check our website [www.sccmo.org](http://www.sccmo.org) to learn of other employment opportunities and or to check on the status of other vacancies for which you have applied. This service is available 24 hours a day.**

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

**AN EQUAL OPPORTUNITY EMPLOYER**