

Alaska Division of Elections Now Hiring

Temporary Full-Time Data Entry Clerk **in NOME**



TO APPLY:

Send current resume by email to:
angelique.horton@alaska.gov

Or contact Region IV Elections
Supervisor Angelique Horton at:
(907) 443-5285

Ends late-November 2020
\$22.19 per hour, plus overtime
Does not include benefits

The Division of Elections is willing to train a candidate with good organizational skills, detail oriented, and who possesses a well-developed work ethic. A "No" answer will not preclude you from interviewing.

Job requirements:

- Demonstrate typing proficiency and solid office skills
- Good work ethic, attendance, punctuality and productivity
- Experience handling confidential and sensitive documents or information
- Able to work independently, performing recurring tasks with minimal supervision
- Be willing to work overtime weekdays or weekends during peak election times

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& WORKFORCE DEVELOPMENT**

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.