

Alaska Division of Elections

Now Hiring in Anchorage

Temporary Data Entry Clerk (Election Clerk II)

Ends mid-November 2020

\$16.20 per hour

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



To apply:

- Workplace Alaska
www.workplace.alaska.gov
Search: "Election"

OR

- Send a cover letter and a current resumé with three professional references either by fax or email.
Fax: (907) 270-2780
Attn: Absentee Coordinator
Email: akabsentee@alaska.gov
Attn: Absentee Coordinator