Alaska Division of Elections

Now Hiring

Temporary Data Entry Clerk

(#612004)

Ends mid-November 2022

$19.40 per hour

Does not include benefits

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:

- Do you have experience entering data into a computerized database and meeting accuracy and speed requirements?
- Will your references confirm you have good work ethics evidenced by attendance, punctuality and productivity?
- Do you have experience handling confidential and sensitive documents or information?
- Can you type 35 words per minute?
- Does your history demonstrate experience working independently, performing recurring tasks with minimal supervision?

For more information, visit **alaskajobs.alaska.gov** and search for job number 612004.

To apply, send a current resume with two professional references either by fax or email:

Fax: (907) 270-2780
Attn: Absentee Assistant Supervisor

Or email:
akabsentee@alaska.gov
Attn: Absentee Assistant Supervisor

Or in person:
2525 Gambell St., Suite 105, Anchorage

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Jobs
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