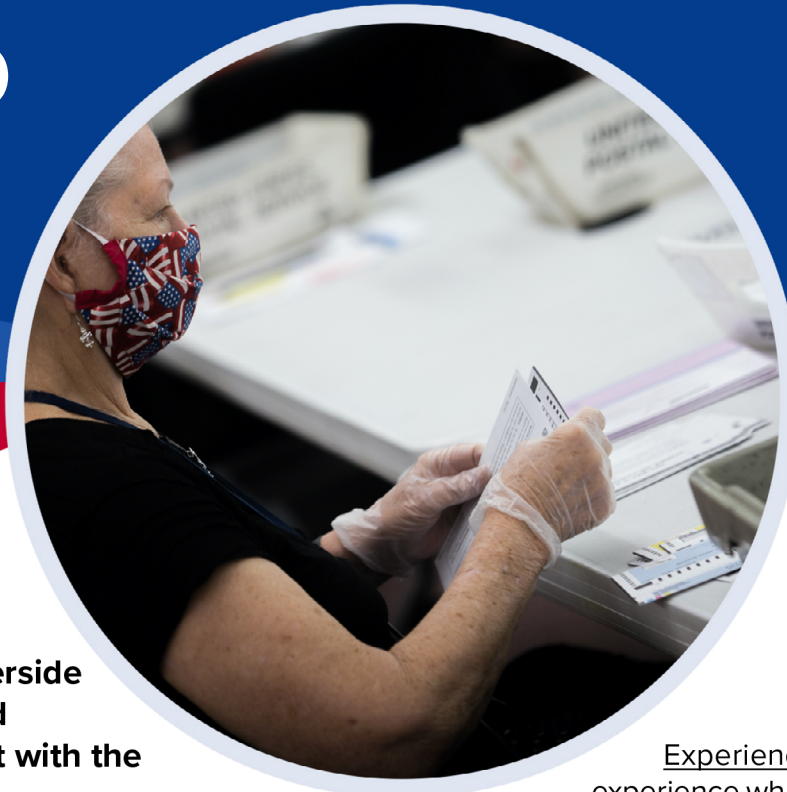


NOW HIRING

Temporary Elections Assistant

\$20.00

Hourly



The County of Riverside is seeking qualified applicants to assist with the upcoming election.

- Both Day and Night Shifts available (May require Mandatory Overtime)
- Fast paced environment
- Regular work with ballot processing, customer service and warehouse responsibilities (Must be flexible to work in various roles when needed)
- Team oriented environment where individuals can provide public service and fulfill their civic duty.

MINIMUM QUALIFICATIONS

Experience: Customer service experience which involved meeting the public, obtaining and recording factual information or explaining rules, regulations, policies, or procedures.

Knowledge: Perform routine clerical work; learn office practices, procedures and equipment; make simple arithmetic calculations; understand and follow written and oral instructions; establish and maintain cooperative relations with the public.

Ability to: Perform non-sedentary duties; Regularly lift over 25 pounds; Work in a fast-paced environment. *(for some positions)*

License/Certificate: Possession of a valid California Driver's License. *(for some positions)*



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