

**IMMEDIATE**

**DEPUTY OF ELECTIONS OPENING**

The McDonald County Clerk's office is seeking a full-time Elections Clerk. Responsibilities include voter registration, maintain electronic and card files, prepare absentee voting by mail and counter, election set up, reporting, voter lists, poll books, publications in newspapers, test election equipment, prepare candidate filings, training of election judges and support staff, and prepare county wide canvass of voters every two years. Additional duties include submitting State and Federal grants and submits payment requests, mail machine, answer phones and provide assistance, email for the office, and other duties as assigned. Microsoft Excel, Work and email, as well as, one to three years of job-related experience is required. Pay and benefits commensurate with experience. Submit Resume' in person to the McDonald County Clerk's office, McDonald County Courthouse, Pineville, MO.