



**COUNTY OF RIVERSIDE  
HUMAN RESOURCES DEPARTMENT  
INVITES RESUMES FOR THE POSITION OF:**



**Temporary Elections Assistant -  
2021 Election \$20/hr**

**SALARY**

\$20.00 - \$20.00 Hourly

**THE POSITION**

The County of Riverside's Registrar of Voters seeks Temporary Elections Assistants to join our team.

Temporary Elections Assistants perform a variety of routine work such as customer service, proofing ballot material, counting ballots, answering phones, receiving, inspecting, recording and storing voted ballots. In addition, incumbents will assist with various clerical duties as needed related to elections process such as mailing election materials, checking listing, and packing sample ballots.

***Meet the Team!***

**<https://www.voteinfo.net/>**

TAP Benefits: <https://www.rc-hr.com/Find-A-Job/Job-Searching/Temporary-Medical-Assignment-Program/TAP-Benefits>

**EXAMPLES OF ESSENTIAL DUTIES**

- Recruits and retains election volunteers (poll workers), provide election related information to volunteers and assists with payroll entry and verification.
- Answers telephones and responds to routine telephone inquiries; refers callers to appropriate supervisor or informational source for more detailed information.
- Data enters a variety of elections material and document information, including but not limited to, voter affidavits and petitions into appropriate computerized records.
- Performs a variety of clerical duties related to elections process such as mailing election materials, checking, listing and packing sample ballots.
- Proof read and/or verify various election materials.
- Counting ballots, or sorting ballots, or duplicating ballots or working in the warehouse.

**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 general clerical work; Understand and follow both written and oral instructions as well as established policies and procedures; Perform non-sedentary duties; Regularly lift

over 25 pounds; Work in a fast-paced environment

License/Certificate: Possession of a valid California Driver's License.

**APPLICATION PROCESS** Read this posting for instructions on how to apply. For specific questions regarding this position, contact the recruiter. Postings may close at any time without notice.

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**REQUIRED PROBATIONARY PERIOD** - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non job-related factor.

**REASONABLE ACCOMMODATIONS** - The County of Riverside is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter for the position noted above. For additional information and/or to obtain the appropriate form for requesting a reasonable accommodation, please visit the Disability Access Office web page located at: <http://dao.rc-hr.com/>.

### **SUPPLEMENTAL INFORMATION**

PLEASE NOTE: Appointees will be required to work 8am - 5pm, including weekends, and holidays with mandatory overtime.

#### **Veterans' Preference**

The County has a [Veterans Preference Policy \(Download PDF reader\)](#). Upload a copy of your (or your spouse's) Member-4 Form DD-214 (or NGB-22) indicating dates of service, and a copy of your spouse's letter of disability (if applicable) with your application. For privacy reasons, it is recommended that you remove your social security information from the document(s). A Human Resources Representative will review the materials and determine if you qualify for veterans' preference.

#### **What's Next?**

This recruitment is open to all applicants. Based on the number of applications received, this posting may close without notice.

For specific questions regarding this position, contact Alma Torres at [altorres@rivco.org](mailto:altorres@rivco.org).

<http://www.rc-hr.com>

County Admin. Center P.O. Box 1569, 4080 Lemon St., 7th  
floor  
Riverside, CA 92502-1569

\$20/HR

Alma Torres-Elizalde

Issue Date: 06/29/21

*Note: Riverside County does not accept paper resumes or employment applications.*

### **Temporary Elections Assistant - 2021 Election \$20/hr Supplemental Questionnaire**

- \* 1. Are you willing to work Saturdays and Sundays as required by the position?
  - Yes
  - No
- \* 2. Do you possess a current, valid California Driver's license?
  - Yes
  - No
- \* 3. This position requires mandatory overtime in the evenings or weekends. Are you available to work overtime as needed?
  - Yes
  - No
- \* 4. I understand the physical requirements of this position as stated in the job posting, and I am willing and able to perform these duties with or without a reasonable accommodation.
  - Yes
  - No
- \* 5. Do you fluently speak and write in Spanish?
  - Yes
  - No
- \* 6. Do you have previous experience as a Poll Worker with the County of Riverside?
  - Yes
  - No
- \* Required Question