

EDGECOMBE COUNTY is seeking an Elections Clerk II in the County Elections department. Performs intermediate skilled administrative support work assisting in the planning, managing and conducting of Federal, State, County, municipal and special elections, handling voter registration, election preparation, and related work as apparent or assigned. Work is performed under the limited supervision of the Board of Elections.

High school diploma or GED and minimal experience working in a government setting, clerical or customer service environment, or equivalent combination of education and experience.

Minimum Salary: \$23,170

Closing date: July 22, 2016

Applications available online at www.edgecombecountync.gov or at the Edgecombe County Manager's Office, 201 St. Andrew Street, Tarboro, NC 27886. PRE-EMPLOYMENT DRUG SCREENING, E-VERIFY & CRIMINAL BACKGROUND CHECK REQUIRED. (EOE)