

**Job Title:** Voter Registration & Elections Clerk (Full Time)

**Salary Range:** \$35,000 – \$40,000

The Jefferson County Clerk's Office is seeking a dedicated and detail-oriented professional to fill the position of Voter Registration & Elections Clerk. This role is essential to maintaining accurate voter registration records and supporting the administration of county elections in accordance with West Virginia State Code. The ideal candidate will possess strong organizational, technical, and communication skills and demonstrate a commitment to accuracy, confidentiality, and public service.

### **Primary Duties**

- Maintain and update voter registration records
- Process new voter registrations and information changes
- Perform accurate data entry and record management
- Manage, secure, and maintain county election equipment
- Oversee candidate filing and absentee voting processes
- Assist in administering countywide elections
- Coordinate and train poll workers
- Provide public outreach and voter education
- Oversee Election Day operations, troubleshoot precinct issues, and tabulate results

### **Qualifications**

- High school diploma or equivalent
- 1–3 years of office experience
- Proficiency in Microsoft Excel and general computer applications
- Strong communication and organizational skills
- Ability to lift up to 50 pounds
- Team-oriented with the ability to handle fast-paced or stressful situations
- Flexibility to work overtime during the election cycle, including evenings and weekends
- Willingness to travel for training as needed

### **Benefits**

We offer a comprehensive benefits package, including:

- Health, vision, dental, and life insurance
- Enrollment in the West Virginia Public Employees Retirement System (PERS)
- Paid vacation, sick leave, and holidays

### **Application Instructions**

Interested candidates should submit a resume to Nikki Painter via email at [npainter@jeffersoncountywv.org](mailto:npainter@jeffersoncountywv.org) with "Voter & Elections Clerk" in the subject line.

**Application Deadline:** November 14, 2025