

Voter Outreach Specialist

Position Summary: The Voter Outreach Specialist assists the Director of Elections, Deputy Director for Voter Registration, and elections staff in the overall administration of County elections.

Key Responsibilities:

- Assists in the preparation and maintenance of voting equipment for the Primary and General elections.
- Assists in the management of election returns.
- Assists in the registration of voters and the maintenance of voter registration records.
- Assists in the training of election staff.

Key Qualifications:

Requirements:

- At least one year of experience in one or more technical disciplines relevant to the position.
- Must be available to work weekends and evenings as needed. Daily schedules will be adjusted according to the needs of the election office.
- Must be comfortable as a public speaker and equipment demonstrator.
- Proficiency in Microsoft Office including Word and Excel (ability will be tested).

Desirable:

Knowledge of voting laws and procedures.

Knowledge of Lackawanna County municipalities and leadership.

Physical requirements:

Must be able to lift or use a small-sized rolling cart to carry up to 30 lbs.

Interested candidates must apply by Thursday, March 12, 2009 to:

**Deputy Director for Human Resources
200 Adams Avenue
Scranton, PA 18503**