

# REGISTRATION CLERK

Jefferson County Board of Elections



**Jefferson County Board of Elections is seeking a detail-oriented and organized Registration Clerk (Registered Republican) to join their team!**

## **Essential Job Duties:**

- Greet Voters in a friendly and professional manner
- Administrative tasks include answering phones, filing documents, and data entry.
- Process office mail
- Various other office duties

**Salary Ranges:** \$20.28 - \$23.91 per hour

## **Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Comprehensive Health Plan, Including Vision
- Candidates may be eligible for the Public Service Loan Forgiveness program
- Dental Insurance
- Flex Spending Account
- Sick Leave
- Paid Vacation
- Tuition Reimbursement

## **MINIMUM REQUIREMENTS:**

- Strong organization, writing, and communication skills
- Microsoft Office experience required
- Must be highly motivated with the ability to work independently within deadlines.
- Possess strong work ethic with attention to accuracy and detail
- Ability to take direction and work in a professional manner with other members of the team
- **Must be registered in Jefferson County as a republican**

**\*Jefferson County is an Equal Opportunity Employer\***

**Applications will be accepted until the position is filled,  
first review of applicants will be April 3, 2026.**

**Apply online on our Employment Portal: <https://jefferson-portal.mycivilservice.com/>**

**Or send paper application and Resume to:**

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.



[jefferson-portal.mycivilservice.com](https://jefferson-portal.mycivilservice.com)

