

Town of Ashfield

Job Opportunity

Title: Part Time/Occasional Office Workers – Census & Elections

Reports To: Town Clerk

SUMMARY/OBJECTIVE

The Part Time/Occasional Office Worker, reporting to and working under the direction of the Town Clerk, assists voters and the public and takes part in clerical operations of the Town Clerk's office in support of Annual Town Census/Street Listing and State and Local Elections.

NON-COMPUTER DUTIES may include but are not limited to:

- **Assists with Annual Town Census and Street Listing**
 - Stuffing, sealing, and adding stamps to Town Census envelopes for mailing
 - Opening, sorting and organizing returned Town Census forms
 - Adding labels and stamps to outgoing "confirmation mailing" postcards
 - Alphabetizing and filing returned "confirmation mailing" postcards
 - Mailing voter acknowledgement letters

- **Assists with State and Local elections**
 - Processing Nomination Papers and Petitions by writing required information such as date, town, and county on each page
 - Assembling mailings of Vote-By-Mail ballots including labeling, stuffing, sealing, and adding stamps
 - Alphabetizing returned Vote-By-Mail and Early Voting ballots
 - Conducting Early Voting sessions with a paper check-in book
 - Cross-referencing printed voter lists with Vote-By-Mail applications or ballots
 - Assembling election-day check-in and check-out books into tabbed binders
 - Helping with setup for election day

COMPUTER-BASED DUTIES may include but are not limited to:

Requires pre-approval and login credential for Voter Registration Information System (VRIS).

- **Assists with Annual Town Census and Street Listing**
 - Scanning barcode for returned census forms and entering any changes to household information in VRIS
 - Updating voter records in VRIS for returned "confirmation mailing" postcards

- **Assists with State and Local elections**
 - Processing Nomination Papers and Petitions by verifying the name and address of signatories in VRIS
 - Verifying that Vote-By-Mail and Absentee Voter applications are complete and entering them into VRIS; Noting missing information for follow-up by Town Clerk
 - Verifying that all required Vote-By-Mail and Absentee Voter ballot materials are timely returned and logging receipt in VRIS; Noting missing information or discrepancies for follow-up by Town Clerk
 - Conducting Early Voting sessions, checking-in voters and updating ballot details in VRIS

QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Required: High school diploma or GED.
- Preferred: At least three (3) years of office experience and a track record of excellent customer service, or an equivalent combination of education and experience.
- For COMPUTER-BASED DUTIES, must have strong computer and data entry skills and the ability to learn new programs.

Knowledge, Skills, and Abilities

- Must demonstrate high degree of accuracy and good judgment.
- Must be able to always maintain integrity of election procedures and materials.
- Must be able to maintain confidentiality.

Physical Requirements:

Must be able to lift at least 10 lbs. and occasionally more when moving election supplies or equipment. It is sometimes necessary to stand or sit at a keyboard for extended periods of time.

Compensation range:

\$19 for non-computer duties
\$24 for computer-based duties

To Apply:

Applications will be accepted on a rolling basis.

Interested parties should send a letter of interest describing relevant experience to:
Town of Ashfield, Attn: Town Clerk, PO Box 560, Ashfield, MA 01330

The Town of Ashfield is an equal opportunity employer.

Updated: July 22, 2024