



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

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| Department Name: | Clerk-Voter Registration |
| Position Title: | Voter Registration Clerk Part-Time |
| Position Summary: | Incumbent serves as Voter Registration Clerk for the Monroe County Clerk's Office, responsible for maintaining accurate registration and voting records, providing access to records, and assisting the public. |
| Qualifications: | High school diploma with courses in computer/ information technologies and business administration or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for the job, is preferred. |
| Salary: | \$17.00-\$20.00 Per Hour |
| Deadline for Application: | December 18, 2024 |
| Submit Resume and References to: | Nicole Browne, via email to nbrowne@co.monroe.in.us Subject line Voter Registration Clerk-PT Application |

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**