**Elections Clerk II:** Edgecombe County Board of Elections is accepting applications for a full-time position. Elections Clerk II will prepare correspondence to voters regarding removal of eligibility, newly eligible and changed voters; prepares correspondence to other counties and/or states regarding voter registration, death notices from other precincts and voter precinct information; handles all absentee voting and locate absentee voters. Other functions will include, ordering supplies, previews in-voters scan to go to the Voter View, prepares billing, incoming office mail, and assists with public inquiries regarding voting and registration. Some data is confidential, and work is preforming under the Director/Board of Elections.

Education experience: High school diploma or GED and minimal experience working in a government, clerical or customer service environment, or equivalent combination of education and experience.

Valid North Carolina driver’s license, pre-employment drug testing and background check

Required. A detailed job description is available upon request.

**Starting Salary: $24,389.00** or possibly higher depending on experience and credentials. Compensation for full time employees include excellent benefits that total over $9,000 annually.

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at [www.edgecombecountync.gov/](http://www.edgecombecountync.gov/)

**Apply for this position**

Edgecombe County is an Equal Opportunity Employer/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act.