



CECIL COUNTY GOVERNMENT POSITION ANNOUNCEMENT 7/10/2020

SUPPORT SPECIALIST- TEMPORARY **- BOARD OF ELECTIONS**

SUPPORT SPECIALIST – TEMPORARY for the Board of Elections with an hourly rate of \$15.00. Provide administrative support as the office prepares for the upcoming election. This position is will work between 20 and 25 hours per week, August through November only.

Position requirements: High School Diploma or G.E.D.; One (1) or more years experience in office/administrative setting is required. Must have excellent customer relations; knowledge of Microsoft programs and Excel spreadsheets; a valid Driver's License required. Must be able to lift at least 25 pounds and climb a ladder. Must be able to multitask and be organized. Must be registered to vote in Maryland and be able to pass a background check to use election equipment.

Duties: Include, but are not limited to, assisting the Election Information Specialist in the warehouse with inventory, election equipment testing, supplies and technology; general office duties; perform all other duties as assigned.

Application Procedure: Please go to www.ccgov.org to complete an application/ submit a resume.

Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap. EOE/AA/ADA.