



Department of Human Resources & Civil Service

Job Announcement

Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: ELECTION INSPECTOR – BOARD OF ELECTIONS

SALARY: \$16.00 hourly

LOCATION: Monroe County Board of Elections

HOURS: 17 hours
This is a one-day assignment

JOB SUMMARY:

This position involves performing tasks relating to the conduct of fair and honest elections, and interacting with a mix of voting Monroe County residents and other Election Day Workers. Tasks include checking voters in, providing the correct ballot, and ensuring each voter succeeds with casting their ballot. Additionally, you are asked to provide assistance to voters who may need it. Employees of this class receive \$25 for completing one mandatory online or in-person training session as long as they work Election Day.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Ability to:

- Communicate effectively to colleagues and voters
- Follow step-by-step instructions found in the training manual provided by the Board of Elections
- Have a working phone number and/or email

SPECIAL REQUIREMENTS:

Attend one yearly required in-person or online training and earn \$25 (provided you work at least one election day in 2024)

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

There will be a total of three elections in 2024:

- Presidential Primary Election Day - Tuesday, April 2nd
- Primary Election Day - Tuesday, June 25th
- General Election Day - Tuesday, November 5th

If you are selected for this position, you are responsible for your parking cost.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Please complete Election Inspector Sign-Up Online Form:

<https://www.monroecounty.gov/elections-inspectors>

Posting Date: January 1, 2024

Posting Deadline: December 31, 2024