



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

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**TITLE: ELECTION INSPECTOR – BOARD OF ELECTIONS**

**SALARY:** \$15.00 hourly

**LOCATION:** Monroe County Board of Elections

**HOURS:** 17 hours  
**This is a one-day assignment.**

**JOB SUMMARY:**

This is a position involving the performance of directly interacting with other Election Day Workers, voters, and a variety of tasks involving oversight of assigned Election Polling Site, assisting voters in the voting process, other tasks assigned for managing Election Day materials. Employees of this class receive mandatory training and detailed oral and/or written instructions for job duties.

**CHARACTERISTICS OF THE IDEAL CANDIDATE:**

Ability to: communicate effectively to colleagues and voters.

**SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to attend a mandatory training and work General Election Day (November 2, 2022).

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:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

**NOTE:**

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.

**APPLY ONLINE TO:**

BOARD OF ELECTIONS - TRAINING DEPT

[BOETraining@monroecounty.gov](mailto:BOETraining@monroecounty.gov)

Attention: Training Team

**Posting Date:** February 3, 2022

**Posting Deadline:** Until Filled

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210 County Office Building, 39 West Main Street, Rochester,

NY 14614-1471 PHONE: (585) 753-1700 TTY: (585) 753-1091

WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer