



**Position Open Until Filled**  
**Applicant Reviews Occur Weekly**

Looking for a unique opportunity where a great quality of life is matched with a career that provides excellent services for the public?

**This might be the job for you!**

**HOW TO APPLY**

<https://monocounty.ca.gov/jobs>

Complete the Mono County Job Application form and return all application materials via email to [hr@mono.ca.gov](mailto:hr@mono.ca.gov) or by mail to:

County of Mono, CAO/HR  
P.O. Box 696  
Bridgeport, CA 93517

Tel: (760) 932-5412  
Fax: (760) 932-5411

[hr@mono.ca.gov](mailto:hr@mono.ca.gov)  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

Qualified applicants will be contacted by the Registrar of Voters for an informal interview.

All completed County applications received in our office will be considered.

Faxes or emails will be accepted.

**Salary:**  
\$20.63 / hour

**Benefits:**  
None.

*Mono County is an  
Equal Opportunity Employer*

COVID-19: Mono County has implemented strict standards of maintaining a safe work environment.

**We're inviting applications at the...**

**COUNTY OF MONO**  
**Temporary Elections Assistant**

**Location:** This position is located in beautiful Bridgeport, CA, our County seat.

**ABOUT MONO COUNTY:**

Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows. The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

**THE DEPARTMENT:**



elections in the County, as well as the general municipal elections for the Town of Mammoth Lakes.

Mono County's Elections Division conducts all Federal, State, County, school, and special district



**THE POSITION**

The Temporary Elections Assistant, under general supervision, coordinates and performs a variety of complex, specialized tasks.

**Duties may include, but are not limited to, the following:**

- Elections related duties such as administering voter registration and maintaining relevant files, processing Vote-By-Mail ballot requests, preparing and assembling supplies for polling places, participating in poll-worker training during elections, and preparing and distributing of sample ballots.
- Assisting other staff and temporary personnel with elections functions.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:**

- Good customer service techniques and professional work standards.
- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work, i.e. Microsoft Office Suite.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematic computations, reading, writing, punctuation, spelling, and grammar.

**Ability to:**

- Perform a wide scope of specialized technical program, services, and staff support work for the County Election functions.
- Quickly, skillfully, and accurately input various data; verify data for accuracy.
- Organizes, track, and report task progress.
- Accurately maintain and update a variety of records and information systems.
- Work well without supervision.
- Exhibit above-average attention to detail and accuracy.
- Operate a computer and use Department software in the performance of assigned work.
- Operate and use office equipment.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities.

**Special Requirements:**

None.

**Selection Process:** All applicants must submit a completed County Application. This position is open until filled; however, the first application review begins **July 12, 2021**.