



King County Jobs & Housing Program

King County Elections is hiring!

King County Elections is hiring **5-10** people to work keep voter registration records updated through data entry and provide customer service to King County voters. This is a one-year temporary position. The Elections Specialist job includes:

- **\$22.57-28.75**/hour wage, depending on qualifications
- A chance to be a part of our elections and participate in democracy in a new way
- Future employment opportunities
- Training and skills development
- Growth within the program
- A team of friendly co-workers focused on removing barriers to voting and helping everyone make their voice heard

King County will help you get the clothes you will need for the job, as well as provide travel support so you can get to work and back each day.

KING COUNTY IS HERE TO SUPPORT YOU

The Jobs & Housing Program will also provide:

- Housing subsidy support for up to one year
- Transportation support and benefits
- Additional services and career support
- Access to a case manager to help connect you with resources

INTERVIEW AT OUR IN-PERSON HIRING EVENT ON FEBRUARY 24 from 1-5 pm

All qualified applicants will be invited to interview and take a computer skills test as part of the application process. Interviews will take place in groups.

The computer skills test consists of:

- Data Entry/Typing - Type names and addresses. You will be tested on speed and accuracy.
- Quality Control - Verify the spelling of names.



“At King County Elections, we know the work we do matters. Join our team and be part of building a strong democracy by making sure all can make their voices heard.”

WHAT WILL MY DAY LOOK LIKE?

Schedule

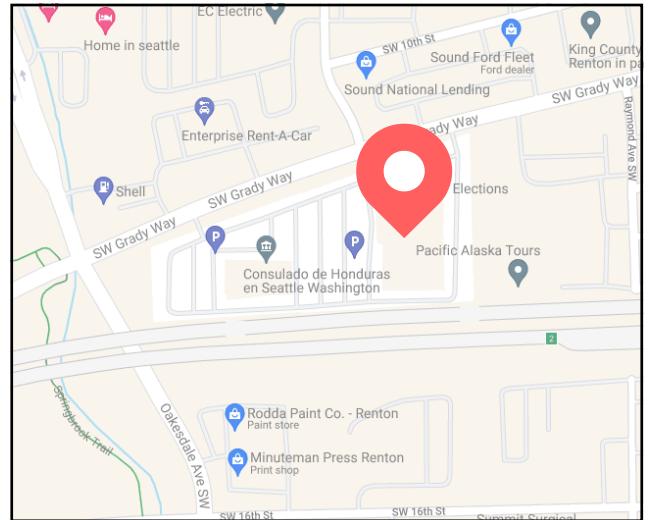
8:30 am to 4:30 pm, Monday – Friday
1 hour lunch and two 15-minute breaks

Location

King County Elections Office
919 SW Grady Way, Renton 98057

The office is located 1/2 mile from the nearest bus stop, serving the F Line and Route 153.

There is ample free parking for those who need it.



Expectations

- Comfortable in an office setting, working at a desk much of the day
- Data entry and quality control
- Attention to detail and a commitment to collaboration
- Professional but casual attire – jeans are okay
- Non-English languages are a plus but not required!

Provided to You

- Training
- Computer literacy support, if needed
- Break room with fridge, microwave, and water cooler (cold and hot water)

King County now requires all employees to be fully vaccinated against COVID-19. To meet this requirement, employees must have received at least two doses of the Pfizer or Moderna vaccine, or one dose of the Johnson & Johnson vaccine, and will be asked to provide proof of vaccination during the hiring process.