

Commissioners

MARISEL A. HERNANDEZ, *Chair*
WILLIAM J. KRESSE, *Commissioner/Secretary*
JUNE A. BROWN, *Commissioner*
CHARLES HOLIDAY, JR., *Executive Director*



Clerk, PEVL

Position Summary

Join the Chicago Board of Elections as a **Clerk!** This full-time non-exempt role provides administrative support to the Pre-Election Voting and Logistics division.

Salary: \$34,176

Essential Duties/Responsibilities:

- Type, maintain filing systems both manually and electronically, and complete simple forms.
- Operate office equipment including copiers, scanners, phones, voicemail systems, personal computers, and other standard office machines.
- Answer and direct calls to appropriate individuals, and prepare and deliver messages.
- Copy, sort, and file records related to office activities, business transactions, and other matters.
- Prepare letters, memos, forms, and reports according to written or verbal instructions.
- Sort incoming mail and deliver to appropriate departments or individuals; process outgoing mail.
- Other duties as assigned.

Qualifications:

- Highschool diploma or equivalent.
- Ability to lift up to 35 pounds.
- 1 year of clerical experience preferred.
- Strong verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Strong organizational skills and attention to detail.
- Strong time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Availability to work extended hours and weekends during the election cycle.
- City of Chicago residency is required.
- Compliance with the Board's mandatory COVID vaccination policy is required.

Applications for this position will be received via email and must include a résumé and cover letter. E-mail HR@chicagoelections.gov and include in the subject line: **Clerk, PEVL /Your Name.**

Equal Opportunity Employer