

Commissioners

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



Principal Clerk, PEVL

Position Summary

Join the Chicago Board of Elections as a **Principal Clerk!** This full-time non-exempt role coordinates nursing home voting activities, assists with UOCAVA, Military / Overseas programs, and Early Voting. The individual will work under the overall direction of the Pre-Election Voting and Logistics (PEVL) management team.

Salary Range: \$40,000 - \$50,000

Essential Duties/Responsibilities:

- Assist with UOCAVA, Military, and Overseas voting programs.
- Assist with Early Voting recruitment and placement of election officials.
- Contact nursing homes to update contact information and schedule voting dates.
- Assist with the coordinating of new and returning nursing home judges to fill open positions.
- Clearly describe nursing home judge position and place judges as needed.
- Prepare information and packets for delivery to nursing homes.
- Complete clerical duties, including data entry, typing, and filing, and prepare reports and maintains accurate records.
- Operate office equipment, including copiers, scanners, phones, voicemail systems, personal computers, and other standard office machines.
- Receive and route phone calls to appropriate departments or individuals, prepare messages, respond to complaints, inquiries, and service requests by phone and in person, and assist the general public in completing forms.
- Prepare letters, memos, forms, and reports according to written or verbal instructions.
- Other duties as assigned.

Qualifications:

- Highschool diploma or equivalent.
- Ability to lift up to 35 pounds.
- Knowledge of ADA (American with Disabilities Act) policies preferred.
- Strong verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Strong organizational skills, including effective time management and multi-tasking in a team environment.
- 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: **Principal Clerk, PEVL/Your Name.**

Equal Opportunity Employer