



THE KANSAS CITY BOARD OF ELECTION COMMISSIONERS IS LOOKING FOR A HARD WORKING **DEMOCRAT** TO JOIN OUR TEAM!

IF YOU IDENTIFY YOURSELF AS A MEMBER OF THE **DEMOCRATIC** PARTY, ARE A REGISTERED VOTER AND A RESIDENT OF KANSAS CITY, MO (within Jackson County only; we cannot hire residents from Clay, Platte or Cass Counties) FOR AT LEAST ONE YEAR, YOU MAY QUALIFY.

THE KANSAS CITY BOARD OF ELECTIONS IS REQUIRED BY LAW TO OPERATE AS A BI-PARTISAN AGENCY. WE CURRENTLY HAVE A POSITION OPEN THAT MUST BE FILLED BY A **DEMOCRAT**.

**INTERESTED? READ MORE BELOW:**

The Kansas City Board of Election Commissioners is seeking to fill the position of **Voter Services Clerk**. This full time position requires a high school diploma or equivalent combination of education and experience. Applicants must be proficient in Word and possess strong typing, interpersonal, and social skills. Prior data entry experience is preferred.

Job responsibilities include:

- Assisting in the daily ongoing processes in the Voter Services Department
- Data Entry – entering voter registration data
- Canvassing voter records
- Verifying petition signatures
- Filing
- Proofreading
- Answering voter questions, and other duties as required
- Must possess good customer service skills

In accordance with Missouri State Statutes, applicants for this position **MUST BE A DEMOCRAT, A REGISTERED VOTER AND RESIDENT OF KANSAS CITY** (within Jackson County) for at least one year. Salary range is \$20K to \$22K per year. We offer great health, dental, vacation and sick benefits.

If you are interested and are qualified for this position, please send your resume to [kceb@kceb.org](mailto:kceb@kceb.org). All resumes must be received by **September 20, 2019**.