



# CLINTON COUNTY BOARD OF ELECTIONS

ELECTION COMMISSIONERS

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## Election Specialist

**Overview:** The Clinton County Board of Elections is a bi-partisan representative of the two major political parties. The Board is responsible for upholding State/Federal Election Law, and administering elections in Clinton County. We are entrusted to ensure that all qualified voters have the opportunity to exercise their right to vote, as well as to protect the integrity of the entire election process. The office is represented by 3 staff from each party

**Job Duties:** The Election Specialist position is a front-facing position, that is mainly responsible for maintaining the records of all voters within Clinton County. This includes, but is not limited to assisting voters in-person, on the phone, or by mail/email, with changes/updates to their voting record, and daily data entry of information received by outside NYS agencies in regards to voting records. The Election Specialist's are also responsible for election preparation, including but not limited to, Election Machine testing, poll site supply delivery, etc. This is not an exhaustive list of all responsibilities that pertain to this title.

### **Minimum Qualifications:**

Must be 18 years old.  
High School Diploma or Equivalent  
Resident of Clinton County  
Registered to Vote in Clinton County (under the political party being hired by).