



## JOB OPPORTUNITIES

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

| POSITIONS   | EXAM NUMBER | HOURLY PAY          | SELECTION REQUIREMENTS  |
|---|-------------|---------------------|---|
| Clerk, NC   | E9304N      | \$12.69-<br>\$15.34 | No training or experience is required.  |
| Election Assistant I, NC – Election                     | E9312E      | \$17.21             | Three (3) months of full-time paid experience in election related activities.   |
| Election Assistant II, NC- Election                     | E9313F      | \$22.46             | Six (6) months of full-time paid experience in election related activities.   |
| Election Assistant I, NC- Assistant Trainer             | E9312G      | \$17.21             | Three (3) months of full-time paid experience assist in conducting training classes, seminars or workshops, or in video production.   |
| Election Assistant II, NC – Trainer                     | E9313D      | \$22.46             | Six (6) months of full-time paid experience conducting training classes, seminars or workshops, or in video production.   |
| Election Assistant I, NC – Clerical                     | E9312H      | \$17.21             | Three (3) months of full-time paid experience performing general clerical functions, such as typing, data entry, filing, and/or servicing customers by phone, in person, or via email.  |
| Election Assistant II, NC – Clerical                    | E9313E      | \$22.46             | Six (6) months of full-time paid experience performing general clerical functions, such as typing, data entry, filing, and/or servicing customers by phone, in person, or via email.  |
| Election Assistant II, NC – IT Tech Support             | E9313G      | \$22.46             | Six (6) months of full-time, paid experience configuring, installing, and testing personal computers and printers.  |
| Election Assistant II, NC – Truck Driver                | E9313H      | \$22.46             | <ul style="list-style-type: none"> <li>Six (6) months of full-time paid experience driving a truck in pick-up or delivery service.</li> </ul>   |
| Election Assistant I, NC- Warehouse                     | E9312F      | \$17.21             | Three (3) months of full-time paid experience in a warehouse loading and unloading supplies and other materials.  |
| Election Assistant III, NC                              | E9315C      | \$31.84             | One (1) year of full-time paid staff experience (see bulletin for staff experience definition).<br>-OR-<br>One (1) year of full-time paid prior election experience.  |
| Election Assistant I, NC – Multilingual                 | E9312I      | \$17.21             | Ability to speak, read, <b>or</b> write any of the following languages:<br>ARMENIAN, CANTONESE, MANDARIN, FARSI, HINDI, JAPANESE, KHMER, KOREAN, RUSSIAN, TAGALOG, THAI VIETNAMESE  |
| Election Assistant II, NC - Clerical – Thai Language    | E9313I      | \$22.46             | Six (6) months of full-time paid experience performing general clerical functions, such as typing, data entry, filing, and servicing customers by phone, in person, or via email. -AND-<br><b>Ability to read, write, and speak Thai language in addition to the above selection requirement. Please see “Special Information” on bulletin for details.</b>     |
| Election Assistant II, NC- Clerical – Japanese Language | E9313J      | \$22.46             | Six (6) months of full-time paid experience performing general clerical functions, such as typing, data entry, filing, and servicing customers by phone, in person, or via email. -AND-<br><b>Ability to read, write, and speak Japanese language in addition to the above selection requirement. Please see “Special Information” on bulletin for details.</b> |

### **HOW TO CREATE AN ACCOUNT:**

Step 1: Go to <https://www.governmentjobs.com/careers/lacounty>

Step 2: Click on *Sign in* located at the top right side of the screen.

Step 3: Click on *Create an account*

Step 4: Complete the requested information, and then click on *Create*

### **HOW TO APPY FOR A JOB:**

Step 1: After an account has been created, click on *Sign In*

Step 2: All open job opportunities will be displayed

Step 3: Search for or select the desired job title to display the job description and click on *Apply*