

## LANE COUNTY ELECTIONS JOB OPENINGS

**FRONT OFFICE:** Starts approximately one month before Election Day. Customer service at counter/phones. Fast paced & detail oriented. Data entry (Keyboard tested minimum 45 wpm). Mon. – Fri. with occasional Saturday. Starting Pay: \$9.50

**ROUTE DRIVER & ASSISTANT:** The entire 2 weeks before Election Day. Pick up ballots at election drop sites & deliver to Election office, twice a day or more. All day pick ups on Monday & Tuesday of election week. Close a drop site at 8 pm on Election night. Must be able to lift 30 lbs. Must successfully meet DMV background check. Starting Pay: Driver \$8.50/hr + mileage. Driver's Assistant \$8.50/hr

**8 PM DRIVER & ASSISTANT:** Approximately 2 hours on Election night. Close ballot drop site at 8 pm. Deliver ballots and signs to Election office. Must be able to lift 30 lbs. Must successfully meet DMV background check. Starting Pay: Driver \$8.50/hr + mileage. Driver's Assistant \$8.50/hr

**BOARD ROOM:** Opening & Pre-inspecting ballots. Starts the Wednesday before Election Day thru late Election night (could work until early morning hours (example, 2 am). Process ballots in teams of 2 people from different parties. A sit-down job that requires following written directions & oral instructions. Starting Pay: \$8.50/hr

**BOARD ROOM RUNNERS:** Starts the Wednesday before Election Day thru late Election night. Transport ballots to and from boards. Walking and stand-up job for entire shift. Starting Pay: \$8.50/hr

**BALLOT COUNTING ROOM:** (Loaders, Catchers & Runners) Election Day only. Must be able to stand, walk, bend and lift up to 30 lbs. These are stand-up jobs for the entire shift (example, 10 am to 10 pm). Must work for the entire shift, no exceptions. Starting Pay: \$8.50/hr

**BALLOT COUNTING ROOM PC OPERATOR:** Election Day only. Must be able to stand, walk, bend and lift up to 30 lbs. These are stand-up jobs for the entire shift (example, 10 am to midnight). Must work for the entire shift, no exceptions. Starting Pay: \$9.50/hr

**BACK SHOP:** The entire 2 weeks before Election Day. Opens envelopes, scan ballots, verifies signatures on ballots, ballot inserting. Rotate standing and sitting, typically in 2 hour increments, for entire shift. Starting Pay: \$8.50/hr

### ALL POSITIONS COULD BE WORKING UNTIL AFTER MIDNIGHT ON ELECTION NIGHT

**Temporary/Extra-Help Job Application, Supplemental Application and expanded job descriptions and additional job descriptions not listed above are available at:**  
[www.co.lane.or.us/elections](http://www.co.lane.or.us/elections) or at Lane County Elections – 275 West 10<sup>th</sup> Ave Eugene  
OR 97401 - 541-682-4234 Direct inquiries to Mary Ferro