



POSITION ANNOUNCEMENT

**INTERMITTENT SKILLED SUPPORT**  
**EQUIPMENT AND WAREHOUSE WORKER**  
**ELECTION AUTHORITY**

**Starting Salary:** \$ 11.00 – \$11.32 per hour dependent upon qualifications

This is an as needed, intermittent position that may work up to full-time based on needs of department.

**JOB DESCRIPTION:** Gathers and packs election supplies and equipment for transport to voting sites and unpacks and stores equipment and supplies returned from site. Performs general maintenance and repair tasks for County election cages, carts, booths and related election equipment. Assists Voting System Supervisors with necessary computer changes. Stores reusable equipment and returns unused supplies to stock. Assists with the proper safekeeping and storage of official voting records that must be maintained. Assists with other election related maintenance duties as assigned.

**REQUIREMENTS:** Requires Graduation from a general or technical high school or equivalent and at least 1 year of prior general labor experience, general maintenance experience preferred. Requires moderate physical exertion in performing job functions which include standing, pushing, pulling, squatting, stooping and the ability to lift, carry and move up to 100lbs. Must be able to follow instructions, and be reliable. Ability to effectively communicate with Election Authority personnel and the general public. Must maintain a valid driver's license and satisfactory driving record. Work schedule: Scheduled hours will fluctuate weekly. Peak times will be 5 weeks prior to and 3 weeks after a scheduled election.

**TO APPLY:** All applications must be submitted only through our Self-Service Website at [www.sccmo.org/hr](http://www.sccmo.org/hr). We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second St., Room 519, St. Charles, MO 63301 Monday – Friday 8:00 am – 5:00 pm.

**Applications will be accepted on a continuing basis until the positions are filled or a sufficient number of qualified applications have been received.**

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

**AN EQUAL OPPORTUNITY EMPLOYER**