

# ELECTION DEPT. OFFICE WORKERS NEEDED **Now** FOR 2024

The Clark County Election Department needs part-time hourly temporary staff for office work for the 2024 elections. Spanish, Filipino/Tagalog, and/or Mandarin language abilities are desirable but not required. **APPLY NOW!**

**When:** Starting September 2023

**Where:** Clark County Election Department, 965 Trade Dr., N. Las Vegas

**Hour:** Monday-Thursday, 6:30am-5:30pm, PLUS required overtime as needed, including some weekends

**Pay:** \$17.00 per hour, PLUS overtime compensation

## **Requirements:**

### **Must have good office skills, especially in:**

- Data entry
- Customer service
- Phone communication

### **Must have flexibility with:**

- Job duties
- Work hours and days, especially in regard to overtime

### **Must pass:**

- An interview
- A drug test
- A background check

**How to Apply:** *(call (702) 455-2944 or (702) 455- VOTE (8683) if you have any questions)*

- **OBTAIN** an application.
  - A fillable PDF is at <https://webfiles.clarkcountynv.gov/Election%20Department/PTH-CCED-APP.pdf>
  - Or call (702) 455-2944 or (702) 455-8683 to request a paper application.
- **COMPLETE** the fillable PDF electronically or fill in a printed paper application.
  - Enter CCED Part-Time Hourly Temp for "POSITION YOU ARE APPLYING FOR"
  - Leave EXAM # blank
- **SUBMIT** your application as follows:
  - E-Mail: [ELINFO@ClarkCountyNV.gov](mailto:ELINFO@ClarkCountyNV.gov)
  - Postal Mail or In-Person: Clark County Election Dept., Admin. Div. 965 Trade Dr., Suite A, North Las Vegas, NV 89030-7802
  - FAX: (702) 455-2793



CLARK COUNTY (702) 455-VOTE (8683)  
ELECTION DEPARTMENT (702) 455-3666 (español)  
965 Trade Drive, Suite A (702) 455-7871 (Filipino/Tagalog)  
N. Las Vegas, NV 89030 711 (TTY / TDD)

[www.ClarkCountyNV.gov/vote](http://www.ClarkCountyNV.gov/vote)