



Human Resources Department

January 7, 2020

Account Clerk II - Elections

The Johnson County Auditor's Office seeks a full-time Account Clerk II in the Elections Division. Coordinates the hiring and scheduling of election officials at early voting sites and Election Day precincts; processes election official time sheets and expense claims; tracks election expenses, prepares billings, and deposits receipts; maintains voter registration records; processes early voting requests, mails ballots, and reconciles returned ballots; scans and files documents; generates election reports; assists with many other election tasks. Some overtime required.

Minimum requirements: Bachelor's degree with coursework in accounting OR any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

Special requirements: Valid driver's license and insurable under County liability coverage. May require use of personal vehicle for official county business.

Starting pay is **\$19.70/hour** plus outstanding benefits package. To learn more about the Account Clerk II - Elections position and apply, please visit our website, www.johnson-county.com/jobs. Applications are due by **11:59 PM on Sunday, January 19**. Resume and cover letter must be attached to online application.

AA/EOE