



## Town Clerk Election Worker

**Unit:** Non Union

**Reporting To:** Town Clerk or designee

**Base Wages:** \$9 per hour

**Hours:** As assigned. Elections include local, state and federal primaries and elections.

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### **Definition**

An intermittent position working to assist the Town Clerk and Election Wardens in the operation of local, state and federal elections.

### **Essential Functions**

Working under the direction of the Town Clerk or designee:

- Assist voters in checking in to vote, hand out ballots.
- Document voting through the voter check in and check out.
- Tabulate vote totals at the end of the election, assist in hand counting ballots when needed.
- Other duties as assigned in support of the election process.

### **Minimum Qualifications**

- High School diploma or equivalent.
- Commitment to excellent customer service, and ability to communicate effectively.
- Ability to read documents, including small print.
- Strong attention to detail.
- Must be available on election days.

### **Job Environment**

Work is generally performed inside a building. Work environment is characteristic of an office environment, with even walking surfaces and generally low noise levels.

### **Physical Requirements**

The work is generally of an intellectual nature. While performing the functions of this job, the employee is required to stand and sit for prolonged periods. Frequently required use hands to finger, handle, or feel objects; reaches with hands and arms, bends, stoops, kneels, and/or crouches. Specific vision abilities required include close and medium distance vision and the ability to adjust focus. Must be able to hear normal sounds, distinguish sound as voice and communicate through human speech. Required to lift and carry equipment and supplies weighing up to 10 pounds.

*EOE*

### **To Apply:**

Submit resume and cover letter, or completed application to:  
Town Manager's Office  
Attn: Assistant Town Manager/Director of Human Resources  
121 Glen Road  
Wilmington, MA 01887

or via email at:  
[jobs@wilmingtonma.gov](mailto:jobs@wilmingtonma.gov)

If submitting by email please use "Position: Election Worker" in the subject. Resume and cover letter may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically in a file type other than PDF.