

APPLICATION FOR EMPLOYMENT TEMPORARY EXTRA HELP POSITIONS

Lane County Election
275 W. 10th Avenue
Eugene, Oregon 97401
(541) 682-4234

NAME: _____ DAYTIME PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

EMERGENCY PHONE: _____

I am interested in working in the following areas (check all that apply):

- Front Office: Customer Service, phones & counter, Voter registration data entry, Office support
- Route Driver or Assistant: Set up drop sites, pick up ballots, close down drop sites
- Board Room: Open and pre-inspect ballots prior to ballot counting, complete various tracking logs
- Board Room Assistant: Transport ballots and supplies to/from Boards, provide Boards with supplies, provide ballot processing assistance to Boards
- Back Shop/Sorter Assistant: Offload, load and transport ballots, ballot signature verification, ballot prep/insert

All ballot counting room positions take place in a fast-paced environment with long hours of standing. Room has a high level of equipment noise and is crowded due to number of staff and equipment confined to a limited space.

- Ballot Counting Room Runner: Transport ballots between Boards and ballot counting room and between ballot counting room and designated secure area
- Ballot Counting Equipment Operator: Operate equipment that tallies ballot contest results. Includes on-the-spot error message resolution and acute attention to detail.
- Ballot Counting Room Assistant: Load ballots into ballot counter, offload and box ballots as directed

Refer to individual extra help job descriptions for expanded descriptions of tasks as well as physical demands and expectations associated with each job. This information is available on our website:

www.lanecounty.org/elections

I certify that the information on this application is true and complete to the best of my knowledge. I understand that false information may disqualify me from employment.

SIGNATURE

DATE

OFFICE USE ONLY

DATE STARTED:
PAY RATE:
TASK:
MAIL CHECK DIRECT DEPOSIT

EMPLOYMENT RECORD

List up to 5 years of work experience, beginning with your most recent work experience.
You may substitute your resume for information up to dotted line on this page.

Name and Address of Employer

Name, Title and Phone of Supervisor

Position Held

Dates Employed

Description of Duties

Name and Address of Employer

Name, Title and Phone of Supervisor

Position Held

Dates Employed

Description of Duties

Name and Address of Employer

Name, Title and Phone of Supervisor

Position Held

Dates Employed

Description of Duties

Do you have a minimum of one year of data entry experience?

Typing Speed _____

What office machines can you operate?

Are you a member of PERS (CIRCLE ONE)? YES NO

If YES: Active Retired What is your PERS number? _____

ELECTIONS EXTRA HELP SUPPLEMENTAL QUESTIONNAIRE

NAME: _____

1. Please describe your previous work experience that demonstrates your ability to understand and accurately carry out oral and written instructions.
2. What previous work experience do you have where one of your primary responsibilities involved accuracy?
3. Please describe your previous work experience, which required you to work as a team to accomplish an assigned task.
4. What experience have you had working with the public?
5. In your communications with the public, have you encountered an angry or difficult individual? If so, what did you do to resolve the situation? Please explain.
6. Are you actively involved in any political group, running for an elected office, or serving a term in an elected position?
_____NO

_____YES, please list
7. Please indicate why you are interested in working as an election worker.

Please return this completed supplemental questionnaire with the attached application (and resume if available) to Lane County Elections, 275 W. 10th Ave., Eugene, OR 97401.

Signature: _____

DATE: _____