Alaska Division of Elections

Now Hiring

Temporary Data Entry Clerk
(#612004)
Ends mid-November 2022
$19.40 per hour
Does not include benefits

Division of Elections is willing to train a candidate with good organizational skills, detail oriented, and who possesses a well-developed work ethic. A “no” answer will not preclude you from interviewing.

Job requirements:

- Do you have experience entering data into a computerized database and meeting accuracy and speed requirements?
- Will your references confirm you have good work ethics evidenced by attendance, punctuality and productivity?
- Do you have experience handling confidential and sensitive documents or information?
- Can you type 35 words per minute?
- Does your history demonstrate experience working independently, performing recurring tasks with minimal supervision?

For more information, visit alaskajobs.alaska.gov and search for job number 612004.

To apply, send a current resume with two professional references either by fax or email:

Fax: (907) 270-2780
Attn: Absentee Assistant Supervisor

Or email: akabsentee@alaska.gov
Attn: Absentee Assistant Supervisor

Or in person:
2525 Gambell St., Suite 105, Anchorage

We are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

A proud partner of the American Job Center Network.