

DuPage County Government
Job Opportunity

Election Warehouse Laborer

Posted: Until all positions are filled

Posting No.:

9177

Department:

*County Clerks Election
Division*

Hiring Salary:

\$18.00 per hour

Schedule:

*Monday - Friday
8:00 am - 4:30 pm, including
some Saturdays, Sundays,
and evenings*

DuPage County
Government

JTK Administration Building
421 N. County Farm Road
Wheaton, IL 60187-2553
Phone: 630-407-6300

Apply at:

[www.dupagecounty.gov/
election/](http://www.dupagecounty.gov/election/)

OR

Email/Contact:

630-407-5618

Charles.Walker@dupagecounty.gov

DuPage County is an
Equal Opportunity Employer

Responsibilities include:

- Performs highly detailed and orientated task.
- Maintenances, cleans and tests equipment.
- Loading and unloading trucks with various equipment, supplies and large rolling containers.
- Organizing and labeling incoming supplies.
- Scanning labels to ensure equipment and supplies are shipped to the right destinations.
- Performs routine cleaning, sweeping and basic maintenance tasks at assigned facility.

Physical requirements and work environment:

- While performing the duties of this job, the employee is regularly required to walk, use hands and arms to operate tools, and lift/or move a minimum of 60 lbs.

Requirements include the following experience or equivalent combination of training and experience:

- A High School diploma or GED.

The preferred candidate will have:

- Experience and a working knowledge of the proper use, handling and care of small hand tools and non-complex motorized equipment.
- Experience working in Microsoft Word and Excel and data entry.

A pre-employment background check is required.

Job Title: 9177-Election Warehouse Laborer (Temporary)

Department: County Clerk - Election Division

Dates: December 4, 2023, through March 19, 2024

Hours: M-F 8:00 am – 4:30 pm, including some weekends and evenings.

Rate: \$18.00/HR.

Job Description:

DEFINITION:

Under immediate supervision; performs work of routine difficulty completing unskilled manual work as assigned; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs unskilled tasks that provide indirect support to the assigned department. Work assignments are repetitive and may involve lifting, carrying and other physical activities. Immediate supervision is provided by higher-level positions that lay out the details of each specific assignment and check the work in progress and upon completion.

EXAMPLES OF DUTIES TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS:

Performs highly detailed and orientated task; maintenances, cleans and tests equipment; loading and unloading trucks with various equipment, supplies and large rolling containers; organizing and labeling incoming supplies; scanning labels to ensure equipment and supplies are shipped to the right destinations; performs routine cleaning, sweeping and basic maintenance tasks at assigned facility.

DESIRABLE KNOWLEDGE AND SKILLS:

Some knowledge of the proper use, handling and care of small hand tools and non-complex motorized equipment and some skill in lifting heavy objects.

Basic computer knowledge – data entry /computer skills is a plus. Some skill in dealing effectively with others; some skill in verbal and/or written communications.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to walk, use hands and arms to operate tools, and lift or move a minimum of 60 lbs.

SUGGESTED TRAINING AND EXPERIENCE:

Previous warehouse worker experience preferred but not required.

ADDITIONAL REQUIREMENTS:

This position requires a criminal background check