

Temporary Kane County Elections Call Center Reps Needed!

\$25.00/Hour • FLEXIBLE HOURS • No Weekends

Kane County Elections is in need of three to four Call Center Representatives. Chosen candidates will primarily field inbound calls from the general Kane voting public, as well as polling place election judges needing assistance. This is a temporary position ONLY for the **March 2026 General Primary Election**. The Call Center will be staffed from approximately mid-January 2026 through **Election Day, Tuesday, March 17th, 2026**. WE CAN USUALLY ACCOMMODATE THOSE WHO CAN ONLY WORK CERTAIN DAYS, CERTAIN HOURS ON CERTAIN DAYS OR A MAXIMUM NUMBER OF HOURS PER WEEK. **Nonnegotiable:** on Election Day, Tuesday, March 17th, 2026, you will need to work from 5:00 a.m. to approximately 7:30 p.m.

Required Skills

- ❖ High School Degree or equivalent
- ❖ Basic Computer skills including ability to demonstrate basic knowledge of Microsoft Word
- ❖ Type 35 words and demonstrate basic keyboarding skills
- ❖ Professional phone demeanor including ability to demonstrate patience during peak inbound call periods
- ❖ Previous Call Center experience helpful, but not necessary
- ❖ Previous Election Judge experience helpful, but not necessary

Interested candidates, please call Lynn McShane at (630) 232-5966 or email her at McShaneLynn@KaneCountyIL.gov