



**CUYAHOGA COUNTY  
BOARD OF ELECTIONS**

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## **THE CUYAHOGA COUNTY BOARD OF ELECTIONS TO HIRE 6,000 ELECTION DAY WORKERS FOR THE MAY 6, 2014 PRIMARY ELECTION**

Are you looking for an opportunity to serve your community while meeting people who live in the neighborhood? You can do both and get paid for it! The Cuyahoga County Board of Elections is currently seeking the best, most reliable Election Day workforce to help administer a fair, transparent and smooth election.

Poll workers earn \$172.10 for their service, which includes; successfully completing a poll worker training class, attending a meeting the night before the election, and working Election Day from 5:30 a.m. until about 8:30 p.m.

Each of the County's 1,047 precincts must have Democrat and Republican Poll Workers to ensure political balance is maintained during the voting process. In addition, Republican Poll Workers are always needed, especially in Cleveland and the inner ring suburbs. Many of our locations also need Bilingual Poll Workers, especially Spanish speakers, to aid voters with Limited English Proficiency.

Applications are available online, at municipal buildings and in all public libraries throughout the County. Poll workers must be at least 17 years of age and registered to vote in Cuyahoga County. State law does not allow convicted felons to serve as poll workers.

Applicants may apply on-line at [443vote.com](http://443vote.com) or call the Poll Worker Department at 216-443-3277.





# Poll Worker Employment Application

I am:  Registering as an Ohio voter  Updating my address  Updating my name

1. Are you a U.S. citizen?  Yes  No  
 2. Will you be at least 18 years of age on or before the next general election?  Yes  No  
 If you answered NO to either of the questions, do not complete this form.

3. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name or Initial \_\_\_\_\_ Jr., II, etc. \_\_\_\_\_  
 4. House Number and Street (Enter new address if changed) \_\_\_\_\_ Apt. or Lot # \_\_\_\_\_ 5. City or Post Office \_\_\_\_\_ 6. ZIP Code \_\_\_\_\_

7. Additional Rural or Mailing Address (if necessary) \_\_\_\_\_ 8. County (where you live) \_\_\_\_\_  
 9. Birthdate (MO-DAY-YR) (required) \_\_\_\_\_ 10. Ohio Driver's License No. OR Last Four Digits of Social Security No. (one form of ID required to be listed or provided) \_\_\_\_\_ 11. Phone No. (voluntary) \_\_\_\_\_

12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street \_\_\_\_\_  
 Previous City or Post Office \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

13. CHANGE OF NAME ONLY Former Legal Name \_\_\_\_\_ Former Signature \_\_\_\_\_

14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.

Your Signature ↓ \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 MO DAY YR

FOR BOARD USE ONLY  
 SEC4010 (Rev. 6/12)  
 City, Village, Twp. \_\_\_\_\_  
 Ward \_\_\_\_\_  
 Precinct \_\_\_\_\_  
 School Dist. \_\_\_\_\_  
 Cong. Dist. \_\_\_\_\_  
 Senate Dist. \_\_\_\_\_  
 House Dist. \_\_\_\_\_

Political Party (Please Check): Democrat \_\_\_\_\_ Republican \_\_\_\_\_ Non-Partisan \_\_\_\_\_

Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you been a poll worker before? YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, what position? (Presiding Judge, Judge, Rover, etc.) \_\_\_\_\_

Are you a registered voter? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have reliable transportation? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you able to lift at least thirty (30) pounds? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you speak Spanish? YES \_\_\_\_\_ NO \_\_\_\_\_

Certificate of Application: I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements or material facts will subject me to disqualification or dismissal.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**JOB POSTING**  
**CUYAHOGA COUNTY BOARD OF ELECTIONS**

**Title: Election Official**  
**Reports to: Assistant Manager**

**Department: Candidate & Petition Services**  
**Salary: \$29,000 - \$33,000**

**FUNCTION:** Under the direction of the Candidate & Petition Services Manager and Assistant Manager, assists in coordinating and executing all duties related to the early voting process.

**RESPONSIBILITIES:**

- Conducts business in accordance with federal election guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, HAVA, NVRA and the Cuyahoga County Board of Elections;
- Assists in coordinating and executing the vote-by-mail process which includes the preparation, processing and mailing of absentee ballot applications and ballots;
- Assists the public with the in-house early voting process;
- Performs data entry tasks and other clerical duties relative to all responsibilities of the department including the organization of election supplies and documentation;
- Processes mail which includes organizing, opening, scanning, proofing, and recording transactions;
- Provides excellent customer service to the public in person and on the telephone;
- Leads teams of employees through departmental processes;
- Assists with the campaign finance process and supporting the customer service desk;
- Assists the management team in researching information pertaining to the department;
- Assists in preparing all reports and performs clerical duties as required including the organization of election supplies and documentation;
- Prepares all reports as required;
- Assures political balance in the execution of early voting duties;
- Assists all departments in processing election related duties as defined by management;
- Attends continuing education sessions as required;
- Performs all other duties assigned, delegated or required of the Candidate & Petition Services management team as well as those prescribed by law.

**PERSONAL CHARACTERISTICS:**

- Ability to perform in a professional manner under stress when confronted with tight deadlines;
- Willing to work extended hours;
- Works effectively in cooperation with all departments;
- Applies excellent interpersonal skills, including effective oral and written communication skills;
- Demonstrates flexibility, adaptability, dependability, problem-solving skills, business acumen and ability to manage multiple tasks simultaneously;
- Demonstrates excellent organizational and strategic planning skills;
- Demonstrates a professional attitude and appearance.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High School Diploma or equivalent required with one year of customer service and data entry experience; must demonstrate command of Microsoft Office; experience proof reading documents and an understanding of the election system and processes preferred.

**APPLICATION PROCEDURE:**

Submit a letter of interest, including your e-mail address, resume, and three professional references to: [ElectionJobs@cuyahogacounty.us](mailto:ElectionJobs@cuyahogacounty.us) **(Preferred method)**.

Alternatively, mail/deliver to:

Cuyahoga County Board of Elections  
Attn: Human Resources  
2925 Euclid Avenue, 4th Floor  
Cleveland, Ohio 44115

**All materials must arrive no later than 2:00 p.m. Thursday, March 13, 2014.**

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

**Equal Opportunity Employer; Smoke-free and Drug-free Workplace**



**JOB POSTING**  
**CUYAHOGA COUNTY BOARD OF ELECTIONS**

**Job Title: Election Official**  
**Reports To: Ballot Supervisor**

**Salary: \$29,000- \$33,000**  
**Department: Ballot Preparation & Tabulation**

**Function:**

Under the supervision of the Manager, Assistant Managers and Supervisors of Ballot Preparation & Tabulation, performs tasks relative to the preparation, counting and canvassing of the ballots in accordance with the Ohio Revised Code.

**Responsibilities:**

- Assists with the duties relating to the accurate layout, tabulating, canvassing and appropriate security, storage and safety of all ballots;
- Assists in the accurate preparation of all issues and candidates for the ballot;
- Responsible for the accurate proofreading of the ballots and other pertinent documents;
- Assists with duties relative to setting up election parameters, the creation of election media, and all other responsibilities relative to the voting system;
- Assists with the proper maintenance and testing of equipment including logic and accuracy testing;
- Assists with the creation of memory sticks;
- Performs data entry tasks and other clerical functions relative to all responsibilities of the department;
- Assists with the official canvass, recounts, audits and tests election programs;
- Assists with the phone bank on election day;
- Assists with processing information requests;
- Assists other departments in their work processes as needed;
- Assures political balance in the direct handling of ballots;
- Demonstrates working knowledge of district configurations in Cuyahoga County;
- Conducts business in accordance with federal election guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, NVRA, HAVA and the Cuyahoga County Board of Elections;
- Demonstrates knowledge and application of Section 35 of the Ohio Revised Code and the Ballot Questions and Issues Handbook as they relate to the preparation and layout of ballot issues;
- Attends continuing education sessions as required;
- Performs duties in a warehouse environment including; physical work, light lifting, and moving election equipment;
- Performs all other duties assigned, delegated or required of the Ballot Systems Election Official as well as those prescribed by law.

**Personal Characteristics:**

- Ability to perform in a professional manner under maximum levels of stress when confronted with an issue or tight deadline;
- Willing to work extended hours;
- Demonstrates a professional attitude and appearance;
- Demonstrates excellent customer service, telephone and organizational skills;
- Demonstrates flexibility, adaptability, dependability, problem solving skills and ability to multi task;
- Applies excellent interpersonal skills which include effective verbal and written communication.

**Minimum Education, Training and Experience:**

High School diploma or equivalent required; ability to read and translate Spanish is beneficial; prior experience proof reading documents required; one to three years' experience in an administrative support environment preferred; demonstrates proficiency in reading comprehension and basic math; must be able to lift 30 pounds and stand for extended periods of time; demonstrates knowledge of Microsoft Windows, Microsoft Office, and the election process and cycle.

**Application Procedure:**

Submit a letter of interest, including your e-mail address, resume, and three professional references to: [ElectionJobs@cuyahogacounty.us](mailto:ElectionJobs@cuyahogacounty.us) **(Preferred method)**.

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