



CUYAHOGA COUNTY
BOARD OF ELECTIONS

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 **(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. on 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