

JOB POSTING

Job Title: Election Official
Department: Election Support

Salary: \$29,000-\$33,000
Reports to: Supervisor

Function:

Under the direct supervision of the Election Support Supervisor, performs all duties related to establishing and maintaining of voting locations as well as all duties related to the preparation, delivery and recovery of all voting equipment and election supplies for the purpose of holding elections. Assists in investigations of any irregularities or violations of Section 35 of the Ohio Revised Code, as ordered by the Secretary of State, the Cuyahoga County Board of Elections and/or the Director. Completes assignments at the Board's warehouse and at polling locations throughout Cuyahoga County.

Responsibilities:

- 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;
- Assists with equipment preparation, security tagging, identifying units, equipment transportation, security, logic and accuracy testing, election data and report creation;
- Prepares and packs election supplies (pens, power cords, placards, etc.) into the supply bags that are utilized at polling locations on election day;
- Assures that all voting equipment, transfer equipment and all other election related materials are functional, maintained and properly and securely stored;
- Cleans various types of election equipment (voting stations, supply bags, etc.);
- Loads election equipment (approximately 50 lbs) onto transfer carts for shipment to polling locations;
- Maintains accurate voting location reports;
- Maintains an accurate map of each city within the designated area;
- Assists with collection and supplying of voter registration cards at NVRA and community partner locations;
- Serves as zone captain on Election Day;
- Assures that all communication equipment is functional on Election Day;
- Assists with coordination of the delivery and recovery of all voting equipment, and election supplies;
- Assists in assuring that all voting locations are stocked with necessary equipment and supplies;
- Assists in investigations of any irregularities or violations of Section 35 of the Ohio Revised Code, as ordered by the Secretary of State, the Cuyahoga County Board of Elections and/or the Director.
- Assists in carrying out the plans of the department manager;
- Attends continuing education classes as required;
- Performs clerical duties, including the organization of election supplies and documentation;
- Provides excellent customer service;
- Performs all other duties assigned, delegated or required of the Elections Support Election Official including those listed in the department operations manual as well as those prescribed by law.

Minimum Qualifications:

Must possess the knowledge, skills, abilities, characteristics and experience to perform with or without reasonable accommodations, the essential functions of the job.

Personal Characteristics and Abilities:

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; a valid driver license, automobile insurance and daily access to a personal vehicle required; must be willing to accept driving assignments throughout Cuyahoga County. Must demonstrate proficiency in reading comprehension and basic math and have a working knowledge of Microsoft Windows and Microsoft Office. Working knowledge of the election cycle and processes is preferred. Prior warehouse work experience that includes maintaining reports is preferred.

Physical Demands and Working Conditions:

Work performed in a general warehouse / office environment and using standard business office equipment. Must be able to lift 50 lbs repeatedly and push, pull and load heavy election equipment on a regular basis and be able to stand for extended periods of time, bend, reach, stoop, climb, crouch, twist, and kneel.

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 Friday, January 31, 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