BOARD OF ELECTIONS ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY

Election Official
(Unclassified)

Salary: $33,177.32
Hourly: $18.22
Pay Range: 3

Department: Various
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Reports to: Department Manager
Hours: 8:30 a.m. – 4:30 p.m.
Monday - Friday

The Election Official 1 is automatically reclassified to Election Official 2, (Pay Grade 4, annual salary $36,447.29), upon successful completion of all performance areas during the first eighteen (18) months of service.

REQUIREMENTS: High School Diploma required. At least one year of data entry experience preferred; must demonstrate command of Microsoft Windows and Microsoft Office, especially Microsoft Word and Excel; must demonstrate exceptional proof reading skills; Must have general working knowledge of the election process and cycle; Must be registered to vote in Ohio.

RESPONSIBILITIES: PLEASE NOTE: This posting encompasses Election Official vacancies in two departments (Registration, and Ballot).

General Responsibilities: Performs clerical tasks, scanning of documents and generation of reports relative to all responsibilities of the department; Assists with processing information requests; Assists other departments in their work processes as needed; Assures political balance in all departmental functions and responsibilities; Assists in safeguarding sensitive documents and supplies; Attends continuing education sessions as required; Performs all other duties assigned, delegated or required of the department, as well as those prescribed by law in accordance with Federal Election Guidelines, the Ohio Revised Code, NVRA, HAVA, Policies and Procedures of the State of Ohio and the Cuyahoga County Board of Elections.

Registration Department: Performs tasks relative to the Agency and Departmental operations necessary for the maintenance of the DIMS Cuyahoga County Voter Registration System; Typical tasks include, but not limited to, new Registrations, Name and Address changes and Cancellations, Deaths and Felons; Proofs various Election related documents for content and accuracy such as Poll Books (paper and electronic), Petitions, Voter Notification Cards, Voter Information Cards; Reviews, researches, verifies, organizes and completes all necessary tasks associated with the Provisional Ballot validation process; Performs tasks relative to the processing of State and Local Petition Signature verification checks and validation; Performs tasks relative to the processing of Voter History; Researches potential duplicate Voter Registrations and resolves issues with other Election jurisdictions. Customer Service background preferred;

Ballot Department: Assists with duties relating to 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 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 phone bank on election day; Assists in coordinating and executing the vote-by-mail program which includes the preparation, processing and mailing of absentee applications and ballots, including for UOCAVA (uniformed and/or overseas) voters; Processes mail which includes organizing, opening, scanning, proofing, and recording transactions; Coordinates the nursing home absentee voting program, which includes maintaining contacts with nursing homes, establishing schedules for visits, and supervising and instructing bipartisan teams of temporary employees on how to process nursing home voters; Processes rejected absentee applications and challenged absentee ballots and sends necessary correspondence to voters; Answers phone calls from voters and other members of the public and follows up accordingly.

OPEN UNTIL FILLED
Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: www.443VOTE.com
BOARD OF ELECTIONS ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY

Reasonable accommodation is available to all employees and applicants. If an accommodation is needed, please contact the Human Resources Department at (216) 443-6600. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

APPLICATION PROCEDURE: Applications and resumes must be submitted through our on-line process only. Visit our website: www.443vote.com, then click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you are able to apply for position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.