



BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Election Official

(**Unclassified**)

Department: Ballot Preparation & Tabulation

Location: Cuyahoga County Board of Elections
Warehouse
1890 E. 40th Street

Salary: \$30,000.00 - \$33,000.00

Hourly Rate: 16.48 - 18.13

Reports To: Supervisor, Ballot Department

Hours: 8:30 a.m. - 4:30 p.m.

Monday - Friday

REQUIREMENTS: 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.

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 proof reading 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.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm - March 16, 2015

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 at (216) 443-3200. 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.
Visit our website: www.boe.cuyahogacounty.us**