CUYAHOGA COUNTY
BOARD OF ELECTIONS

BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Election Official
(Unclassified)
Department: Registration
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, OH 44115

Salary: $31,889.00 - $36,673.00
Hourly Rate: $17.52 - $20.15
Pay Range: 3

Reports To: Supervisor, Registration Department
Hours: 8:30 a.m. - 4:30 p.m.
Monday - Friday

REQUIREMENTS: High School Diploma or equivalent required; six months of Data Entry and Customer Service work experience required; at least one year of Data Entry experience preferred; must demonstrate command of Microsoft Windows and Microsoft Office; must demonstrate exceptional proof reading skills and working knowledge of the Election process and cycle.

RESPONSIBILITIES: Performs Data Entry tasks relative to Agency and Departmental operations including new Registrations, Name and Address changes and Cancellations as part of maintaining the Voter Registration System; Proofs various Election related documents for content and accuracy such as Poll Books, Petitions and various reports; 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; Performs clerical tasks, scanning of documents and generation of reports relative to all responsibilities of the department; Provides excellent Customer Service to the public in person and on the telephone; Assists in processes related to the Voter Location Notification Cards, Confirmation Cards and all other Voter information correspondences; Processes mail which includes organizing, opening, scanning, proofing and recording transactions; Reviews, researches and resolves issues regarding the Pink Memo reconciliation process; Conducts business 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; Assists with processing information requests; Assists other departments in their work processes as needed including the Early Voting process; 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 Registration Election Official as well as those prescribed by law.

APPLICATION PROCEDURE: Applications and resumes can 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.

Applications must be received by 4:30 pm - May 08, 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

Posted: 4/24/2015