CUYAHOGA COUNTY
BOARD OF ELECTIONS

BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Temporary Election Clerk
(Unclassified)

Department: Various

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

Hourly Rate: $10.00

Reports To: Manager

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

Hours: Generally Monday - Friday from 8:30 a.m. - 4:30 p.m., but may vary to include evenings and weekends, depending on the workload and needs of the department. Assignments may vary in length from a few days to up to 12 weeks or longer.

REQUIREMENTS: High School Diploma or equivalent required. Prior experience in a public contact or customer service environment preferred. Must demonstrate command of Microsoft Windows and Office programs (ex: Word, Excel). Data entry or call center experience is helpful. Driver's license, proof of automobile insurance and access to a personal vehicle may be necessary for some assignments. Good math skills are helpful. Bi-lingual (Spanish-English) is helpful. Applicants may be required to complete a skills assessment.

RESPONSIBILITIES: Performs assigned duties related to the preparation for Elections, conduct of Elections, and Post-Election processes. Duties and responsibilities will vary with the department assigned, but may include the following: Preparing, processing and mailing Vote-by-Mail Ballot applications and Ballots; assisting the public with the In-house Voting process located at the Cuyahoga County Board of Elections; performing data entry; answering phones and providing prompt, accurate, excellent customer service; proofreading various Election related documents for content and accuracy; processing Vote-by-Mail Identification envelopes, Poll Books and various reports; processing mail which includes organizing, opening, scanning, proofing and recording transactions; reviewing, researching, verifying, organizing and/or compiling data, and generating reports; completing tasks associated with Voter transactions such as Vote-by-Mail and Provisional Ballots; safeguarding sensitive documents and supplies; recruiting, scheduling, assigning, and processing payroll for Poll Workers; assisting with the testing of Voting or Ballot Scanning equipment; conducting business in accordance with the Federal Election Guidelines, Title 35 of the Ohio Revised Code, the Policies and Procedures of the State of Ohio, and the Cuyahoga County Board of Elections and according to NVRA and HAVA procedures; performing all other duties assigned, delegated, or required of the management team, including 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 - December 21, 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: 11/9/2015