

JOB POSTING
CUYAHOGA COUNTY BOARD OF ELECTIONS

Title: Recruitment Election Official
Reports To: Assistant Manager

Department: Poll Worker
Salary: \$29,000-\$33,000

FUNCTION:

Under the direction of the Poll Worker Manager and Assistant Manager, assists in recruitment, hiring, training, placement and payroll processing of polling location coordinators, presiding judges, judges, and other officers of elections.

RESPONSIBILITIES:

- Conducts business in accordance with federal election guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, Help America Vote Act, National Voter Registration Act and the Cuyahoga County Board of Elections;
- Assists in the recruitment, hiring, training, placement, and payment of polling location coordinators, presiding judges, judges, and other election officers according to Title 35 of the Ohio Revised Code, Secretary of State and Cuyahoga County Board of Elections;
- Attends various community meetings and events as a representative of the Board to recruit Election Day officials;
- Places and schedules poll workers for training;
- Conducts quality assurance to ensure all assigned precincts have political balance;
- Maintains communication with poll workers for retention purposes;
- Oversees assigned temporary staff of recruitment officials during election cycles;
- Assists in the coordination of poll workers on Election Day;
- Provides assistance to Election Day workers via the telephone and in person at various times throughout an election cycle;
- Performs data entry tasks relative to all responsibilities of the department;
- Assists in preparing all reports and performs clerical duties as required including the organization of election supplies and documentation;
- Provides excellent customer service;
- Assists all departments in processing election related duties as defined by management;
- Attends continuing education sessions as required;
- Performs all other duties assigned, delegated or required of the Recruitment Election Official as well as those prescribed by law.

MINIMUM QUALIFICATIONS:

Must possess the knowledge, skills, abilities, characteristics and experience to perform independently or 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 multitask. Applies excellent interpersonal skills which include effective verbal and written communication.

Minimum Education, Training and Experience:

High School diploma or equivalent required; Bachelor's degree preferred. A valid driver license, automobile insurance and daily access to a personal vehicle, required. Must demonstrate command of Microsoft Office, specifically Word and Excel. Experience in a call center and/or recruitment preferred. Bilingual (English-Spanish) is preferred but not required. Demonstrates working knowledge and application of the election cycle and process.

Physical Demands and Working Conditions:

Work performed in a general office environment and using standard business office equipment. May require sitting, standing, talking, walking, bending, reaching, stooping, climbing, crouching, twisting, kneeling, and lifting. Strong vocal communication skills and hearing to perceive information at normal spoken word levels.

APPLICATION PROCEDURE:

Submit a letter of interest, including your e-mail address, resume and three professional references to: ElectionJobs@cuyahogacounty.us (preferred method). Specify position of interest in the subject line. Alternatively, mail/deliver to:

Cuyahoga County Board of Elections
Attn: Human Resources
2925 Euclid Avenue
Cleveland, Ohio 44115

All materials must arrive no later than 2:00 PM Monday, December 30, 2013.

All job offers are made with the understanding that prospective employees pass a drug test and criminal background investigation prior to being hired.

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