



**BOARD OF ELECTIONS ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY**

Election Official (**Temporary**)
(**Unclassified**)

Hourly: \$11.25
Reports to: Supervisor, Election Officials

Department: Election Officials
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, OH 44115

REQUIREMENTS: High school diploma or equivalent and a minimum of one to six months of related experience serving in an administrative support position; or an equivalent combination of education, training and experience. Must demonstrate command of Microsoft Office, specifically Word and Excel. Familiarity with Google Drive is desired. Must have effective verbal and written communication skills, good reading comprehension and math skills. Bilingual (English-Spanish) a plus but not required.

RESPONSIBILITIES: Conducts business in accordance with Federal Election Guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, HAVA, NVRA and the Cuyahoga County Board of Elections; Assists in the recruitment, hiring, training, placement, and payment of Voting Location Managers, Precinct Election Officials, and other Election Officers; Attends various community meetings and events as a representative of the Cuyahoga County Board of Elections; Assigns and schedules PEO's for training; Conducts quality assurance to ensure all assigned precincts have political balance; Oversees assigned temporary staff of Recruitment Officials during election cycles; Assists in the coordination of PEO's on Election Day; Performs data entry and clerical duties; Provides excellent customer service to the public; Attends continuing education sessions as required; Assists all departments in processing Election related duties as defined by management. Performs all other duties assigned, delegated or required of the Election Official 1 as well as those prescribed by law.

Applications must be received by 4:30 p.m. – Monday, January 29, 2018

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) 443-6600. 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

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.