

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

Training Assistant (**Temporary**)
(**Unclassified**)

Hourly: \$13.25
Reports to: Manager, Election Officials
Hours: 8:30 a.m. – 4:30 p.m. (varies)
Monday – Friday (varies)

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 (1) to six (6) 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. Must have effective verbal and written communication skills, good reading comprehension and math skills. Must be able to lift thirty-five (35) pounds, stand for extended periods of time and be willing to take driving assignments throughout Cuyahoga County; must possess working knowledge of Microsoft Office, Google applications, and possess the ability to learn new applications and technologies. Valid Driver's License and automobile insurance required.

RESPONSIBILITIES: Under the direct supervision of the Manager of the Election Officials Department, the Training Assistant is responsible for assisting the Training Instructor with administering election procedures to Election Day Election Officials. It is the responsibility of the Training Assistant to ensure enough class materials are present each class and the training room is arranged according to the set-up diagram provided (should be able to use own discretion to adjust room set-up if necessary). Training Assistants must have the ability to interact with individuals of various learning styles and be able to assist Election Officials during classes. The Training Assistant conducts business in accordance with the Federal Election Guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, HAVA, NVRA and the Cuyahoga County Board of Elections. The Training Assistant ensures specified training materials and supplies are available for each class session and must travel to the Board of Elections at least once a week to replenish supplies. They assist with administering and grading assessments at the conclusion of each training session. The Training Assistant provides phone support to Election Officials on Election Day. They will be required to attend mandatory Training Assistant training sessions to learn the operations and procedures of the Election Officials Department. The Training Assistant is required to perform all other duties assigned or delegated by the Manager of the Election Officials Department and must adhere to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections.

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.



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