



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

Customer Service Representative
(Unclassified)

Starting Salary: \$35,732.64
Pay Range: 4

Department: Candidate & Petition Services
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Reports to: Supervisor
Hours: 8:30 a.m. – 4:30 p.m.
Monday - Friday

REQUIREMENTS: High school diploma or equivalent and a minimum of three (3) years related experience in responsible customer service position, or an equivalent combination of education, training and experience. Ability to operate a variety of automated office machines including computers and peripheral equipment, phone and copy machine. Ability to perform basic math such as addition, subtraction, multiplication, division, decimals and percentages

RESPONSIBILITIES: Assists candidates and voters at the counter. Takes in and prepares customer requests for public information ex; poll books, CDs, street guides, finance reports, etc. Answers questions pertaining to campaigning or running for office ex; petition filing packets, campaign finance guide and handbook CD, local option packets etc. Registers people to vote or obtains proof of registration. Answer questions about website. Reviews legal forms for completeness and time stamps them. Balance cash drawer and safe and daily ledger. Prepares transactions for deposit to County Fiscal Office. Acts as cashier in accepting filing fees on petitions and issues as well as in requests for public information. Aids in the preparation, processing and mailing of absentee ballot applications and ballots. Assists in conducting in-office absentee voting. Processes problem ballots. Assists the Campaign Finance Department with mailings, filing and other clerical tasks. Assists in the process for issuing receipts for campaign finance reports. Proofreads candidate lists and issues on the ballot. Photocopies pages required for packets handed out when giving out petitions at the counter. Assembles packets for the counter. Assists other departments as needed including checking petitions and proofing election ballots.

Applications must be received by 4:30 p.m. – February 9, 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 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 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.