

**JOB POSTING**  
**THE CUYAHOGA COUNTY BOARD OF ELECTIONS**

**TEMPORARY POSITION**

**Job Title:** Temporary Registration Clerk  
**Reports To:** Manager  
**Department:** Registration  
**Dates:** Approximately July 9 to July 20, 2012

**Hourly Rate:** \$10.00  
**Hours:** 8:30 AM-4:30 PM,  
overtime and weekend hours  
will be required

**Function:**

Assists the Management Team in the verification of petition signatures as well as the data entry and proofing of a range of documents relating to the various functions in the election process.

**Responsibilities:**

- Conducts business in accordance with federal election guidelines, Title 35 of the Ohio Revised Code, Policies and Procedures of the State of Ohio, NVRA, HAVA and the Cuyahoga County Board of Elections;
- Performs tasks relative to the processing of state and local petition signature verification checks and validation;
- Proofs various election related documents for content and accuracy such as petitions, registration cards and various reports;
- Performs data entry tasks relative to agency and departmental operations including new registrations, name and address changes and cancellations as part of maintaining the voter registration system;
- Processes mail which includes organizing, opening, scanning, proofing and recording transactions;
- Provides excellent customer service to the public in person and on the telephone;
- Performs clerical tasks, scanning of documents and generation of reports relative to all responsibilities of the department;
- Performs all other duties assigned, delegated or required of the Registration Election Official as well as those prescribed by law.

**Personal Characteristics:**

- 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 multi task;
- Applies excellent interpersonal skills which include effective verbal and written communication.

**Minimum Education, Training and Experience:**

High School Diploma or equivalent required with six months of data entry experience; six months of customer service and proofreading experience preferred; must demonstrate command of Microsoft Office.

**Application Procedure:**

Complete an online application at the Board of Elections website, [www.boe.cuyahogacounty.us](http://www.boe.cuyahogacounty.us), under the Job Opportunities button.

**All applications must arrive no later than 2:00 p.m. Wednesday June 20, 2012.**

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**