



JOB POSTING
THE CUYAHOGA COUNTY BOARD OF ELECTIONS

TEMPORARY POSITION

Job Title: Temporary Ballot Clerk
Reports To: Ballot Assistant Manager
Department: Ballot Systems

Hourly Rate: \$10.00
Hours: Normally 8:30 to 4:30
Monday to Friday
with overtime hours
required as needed

Function:

Performs tasks relative to the preparation, counting and canvassing of the ballots in accordance with Title 35 of the Ohio Revised Code.

Responsibilities:

- Responsible for the accurate proofreading of the ballots and other pertinent documents;
- Assists in the accurate preparation of all equipment needed to conduct business within the department;
- Assists with the various testing of ballot scanning equipment;
- Performs data entry and clerical tasks relative to all responsibilities of the department;
- Assists with the scanning of ballots leading up to and on election day, during the official canvass, recounts and audits;
- Assists with the preparation, hand counting and filing of election materials during recounts and audits;
- Assures political balance in the direct handling of ballots;
- Conducts business in accordance with federal election guidelines, Title 35 of the Ohio Revised Code, Policies and Procedures of the State of Ohio and the Cuyahoga County Board of Elections;
- Performs all other duties assigned, delegated or required of management 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;
- Applies excellent interpersonal skills which include effective verbal communication and the ability to work well with others;
- Demonstrates flexibility, adaptability, problem solving skills, and ability to multi task;
- Demonstrates excellent organizational skills and attention to detail;
- Demonstrates a professional attitude and appearance.

Minimum Education, Training and Experience:

High School Diploma or equivalent required; must be a registered voter; demonstrates exceptional proofreading skills; must be detail oriented; must be able to lift 30 lbs and stand for extended periods of time.

Application Procedure:

Complete an online application at the Board of Elections website, www.boe.cuyahogacounty.us, under the Job Opportunities button.

All materials must arrive no later than 2:00 p.m. Friday, August 3, 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 Division.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace