



CUYAHOGA COUNTY  
BOARD OF ELECTIONS

Jeff Hastings  
Chairman

Inajo Davis Chappell  
Member

Eben O. (Sandy) McNair, IV  
Member

Deborah Sutherland  
Member

Jane M. Platten  
Director

Pat McDonald  
Deputy Director

*Suggested Newsletter Copy for Partners (for websites, printed, and electronic newsletters)*

## **THE CUYAHOGA COUNTY BOARD OF ELECTIONS TO HIRE 6,000 ELECTION DAY WORKERS FOR THE NOVEMBER 6, 2012 PRESIDENTIAL ELECTION**

The Cuyahoga County Board of Elections is seeking civic-minded people to serve as poll workers during the November 6th General Presidential Election.

Poll worker applications are available at municipal buildings and in all public libraries throughout the County. The Board of Elections is looking for the best, most reliable Election Day workforce as possible to help administer a fair, transparent and smooth election day.

Poll workers earn \$172.10 for their service, which includes; successfully completing a poll worker training class, attending a meeting the night before the election, and working Election Day from 5:30 a.m. until about 8:00 p.m.

Poll workers must be at least 17 years of age and registered to vote in Cuyahoga County. State law does not allow convicted felons to serve as poll workers.

Bilingual and Republican poll workers are always in demand. Each of the county's 1,063 precincts requires two Democrat and two Republican poll workers to ensure political balance during the voting process.

Applicants may apply on-line at [www.boe.cuyahogacounty.us](http://www.boe.cuyahogacounty.us) or call the Board of Elections Poll Worker Department at 216-443-3277.



## **JOB DESCRIPTION**

### **CUYAHOGA COUNTY BOARD OF ELECTIONS**

**Job Title:** Judge (Election Official)    **Stipend:** \$172.10  
**Department:** Poll Worker

**FUNCTION:** The Judge's primary function is to ensure that the Election Process is handled in an orderly, professional, and lawful manner by performing all duties assigned by the Presiding Judge of their Precinct. A Judge must also have the ability to interact with individuals from various backgrounds, as well as those with various learning styles.

**RESPONSIBILITIES:**

- Performs all activities assigned by the Presiding Judge of their Precinct
- Ensures that the assigned Precinct is prepared for voting by 6:30A.M.
- Assists the voters with the Election Process
- Identifies any difficulties or concerns and reports them immediately to the Presiding Judge
- Assists with the Polling Location Set-up / disassembly of voting equipment
- Assists in closing the Polls
- Attends a four and a half (4.5) hour training session
- Interacts effectively and works in unison with all Election Day Team Members
- Demonstrates strong verbal and communication skills
- Accepts management directives in a positive manner
- Performs all other duties assigned or delegated by the Assistant Manager of the Poll Worker Department
- Adheres to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections
- Conducts business in accordance with Federal Election Guidelines, Title 35 of the Ohio Revised Code

**ADDITIONAL REQUIREMENTS:**

- Ability to demonstrate excellent organizational and strategic planning skills
- Ability to maintain a professional attitude and appearance
- Ability to manage multiple tasks simultaneously
- Ability to lift approximately 35 pounds
- Ability to work Election Eve and Election Day

**Equal Opportunity Employer: Smoke-free and Drug-free Workplace**



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**POLL WORKER EMPLOYMENT APPLICATION**

(Please Print in Ink or Type All Information)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Payroll purposes only)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Political Party (Please Check One): Democrat \_\_\_\_\_ Republican \_\_\_\_\_ Independent \_\_\_\_\_

Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you been a poll worker before? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a registered voter? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have reliable transportation? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you able to lift at least thirty (30) pounds? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you speak Spanish fluently? YES \_\_\_\_\_ NO \_\_\_\_\_

How did you hear about this opportunity? \_\_\_\_\_  
(i.e. company, website, school, newspaper, friend)

**Certificate of Application: I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements or material facts will subject me to disqualification or dismissal.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\*The Cuyahoga County Board of Elections is an equal opportunity employer.\*

Board Use Only

Ward/Precinct: \_\_\_\_\_

Trained: \_\_\_\_\_

Placed: \_\_\_\_\_

Initials: \_\_\_\_\_

Recommended Consolidation: \_\_\_\_\_