



TEMPORARY POSITION

Job Title: Temporary Election Clerk
Reports To: Supervisor
Department: Candidate & Petition Services

Hourly Rate: \$10.00
Hours: Various, usually 8:00 to 5:00
Monday through Friday, with
overtime hours required as needed

Function:

Assists the Candidate & Petition Services Management Team in facilitating all duties related to the in-house and vote-by-mail voting programs.

Responsibilities:

- Assists in the coordination of preparing, processing and mailing vote-by-mail ballot applications and ballots;
- Assists the public with the in-house voting process located at the Board of Elections;
- Performs data entry tasks relative to all Board of Elections operations including maintaining the DIMS software database as it relates to voter registration and the vote-by-mail process;
- Proofs various election related documents for content and accuracy such as vote-by-mail identification envelopes, poll books and various reports;
- Assists with answering agency phone calls and providing excellent customer service to the public;
- Processes mail which includes organizing, opening, scanning, proofing and recording transactions;
- Reviews, researches, verifies, organizes and completes all necessary tasks associated with voter transactions such as vote-by-mail and provisional ballots;
- Assists in safeguarding sensitive documents and supplies;
- Conducts business in accordance with the federal election guidelines, Title 35 of the Ohio Revised Code, the Policies and Procedures of the State of Ohio, and the Cuyahoga County Board of Elections and according to NVRA and HAVA procedures;
- Performs all other duties assigned, delegated, or required of the management team, including those prescribed by law.

Personal Characteristics:

- Ability to perform in a professional manner under stress when confronted with tight deadlines;
- Willing to work extended hours;
- Applies excellent interpersonal skills, including effective oral and written communication skills;
- Demonstrates flexibility, adaptability, dependability, business acumen, ability to manage multiple tasks simultaneously and excellent organizational skills;
- Demonstrates a professional attitude and appearance.

Minimum Education, Training and Experience:

High School Diploma or equivalent required; three to six months of previous data entry experience preferred; must demonstrate command of Microsoft Windows; prior work experience in a customer service environment which includes answering telephones preferred.

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, September 7, 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