

## TEMPORARY POSITION

**Job Title: Temporary Election Clerk**  
**Department: Various**

**Hourly Rate: \$10.00**

**Hours: generally Monday -Friday 8:30 a.m. -4:30 p.m. but may vary to include evenings and weekends, depending on the workload and needs of the department. Assignments may vary in length from a few days to up to 12 weeks or longer.**

### **Function:**

Performs assigned duties related to the preparation for elections, conduct of elections, and post-election processes.

### **Duties and Responsibilities:**

Duties and responsibilities will vary with the department assigned, but may include the following:

- Preparing, processing and mailing vote-by-mail ballot applications and ballots;
- Assisting the public with the in-house voting process located at the Board of Elections;
- Performing data entry;
- Answering phones and providing prompt, accurate, excellent customer service;
- Proofreading various election related documents for content and accuracy;
- Processing vote-by-mail identification envelopes, poll books and various reports;
- Processing mail which includes organizing, opening, scanning, proofing and recording transactions;
- Reviewing, researching, verifying, organizing and/or compiling data, and generating reports;
- Completing tasks associated with voter transactions such as vote-by-mail and provisional ballots;
- Safeguarding sensitive documents and supplies;
- Recruiting, scheduling, assigning, and processing payroll for Poll Workers;
- Assisting with the testing of voting or ballot scanning equipment;
- Conducting 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;
- Performing 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;
- Applies excellent interpersonal skills, including effective oral and written communication skills;
- Dependability, business acumen, ability to manage multiple tasks simultaneously and excellent organizational skills;
- Demonstrates a professional attitude and appearance;
- Adaptability and flexibility with regards to duties and assignments is required. Ability to work extended hours if required is preferred;
- Accuracy and attention to detail is essential.



**Minimum Education, Training and Experience:**

High School Diploma or equivalent required. Prior experience in a public contact or customer service environment preferred. Command of Microsoft Windows programs (ex: Word,Excel), required for some assignments. Data entry or call center experience is helpful. Drivers license, proof of automobile insurance, and access to a personal vehicle may be necessary for some assignments. Good math skills are helpful. Bi-lingual (Spanish-English) is helpful.

**Physical Demands and Working Conditions:**

Work may be performed in an office or general office/warehouse environment and using standard business office and/or specialized voting equipment. Some assignments may require the ability to lift 50 lbs. repeatedly and push, pull and load heavy election equipment and be able to stand for extended periods of time, bend, reach, stoop, climb, crouch, twist, and kneel.

**Application Procedure:**

Complete an online application at the Board of Elections website, [www.boe.cuyahogacounty.us](http://www.boe.cuyahogacounty.us), under the Employment tab. Candidates for employment may be required to complete a skills assessment and fulfill other pre-employment tests or background checks.

**Positions will remain open until filled.**

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**