

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

**Title: Election Official**  
**Reports to: Assistant Manager**

**Department: Candidate & Petition Services**  
**Salary: \$29,000 - \$33,000**

**FUNCTION:** Under the direction of the Candidate & Petition Services Manager and Assistant Manager, assists in coordinating and executing all duties related to the early voting process.

**RESPONSIBILITIES:**

- Conducts business in accordance with federal election guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, HAVA, NVRA and the Cuyahoga County Board of Elections;
- Assists in coordinating and executing the vote-by-mail process which includes the preparation, processing and mailing of absentee ballot applications and ballots;
- Assists the public with the in-house early voting process;
- Performs data entry tasks and other clerical duties relative to all responsibilities of the department including the organization of election supplies and documentation;
- Processes mail which includes organizing, opening, scanning, proofing, and recording transactions;
- Provides excellent customer service to the public in person and on the telephone;
- Leads teams of employees through departmental processes;
- Assists with the campaign finance process and supporting the customer service desk;
- Assists the management team in researching information pertaining to the department;
- Assists in preparing all reports and performs clerical duties as required including the organization of election supplies and documentation;
- Prepares all reports as required;
- Assures political balance in the execution of early voting duties;
- Assists all departments in processing election related duties as defined by management;
- Attends continuing education sessions as required;
- Performs all other duties assigned, delegated or required of the Candidate & Petition Services management team as well as 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;
- Works effectively in cooperation with all departments;
- Applies excellent interpersonal skills, including effective oral and written communication skills;
- Demonstrates flexibility, adaptability, dependability, problem-solving skills, business acumen and ability to manage multiple tasks simultaneously;
- Demonstrates excellent organizational and strategic planning skills;
- Demonstrates a professional attitude and appearance.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High School Diploma or equivalent required with one year of customer service and data entry experience; must demonstrate command of Microsoft Office; experience proof reading documents and an understanding of the election system and processes preferred.

**APPLICATION PROCEDURE:**

Submit a letter of interest, including your e-mail address, resume, and three professional references to: [ElectionJobs@cuyahogacounty.us](mailto:ElectionJobs@cuyahogacounty.us) **(Preferred method)**.

Alternatively, mail/deliver to:

Cuyahoga County Board of Elections  
Attn: Human Resources  
2925 Euclid Avenue, 4th Floor  
Cleveland, Ohio 44115

**All materials must arrive no later than 2:00 p.m. Thursday, March 13, 2014.**

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**