



BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Temporary Election Clerk

(**Unclassified**)

Hourly Rate: \$10.00

Department: Registration

Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Reports To: Manager, Registration Department

Hours: 8:30 a.m. - 4:30 p.m.

Monday - Friday

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. Duration of employment approximately June 29, 2015 - July 17, 2015.

REQUIREMENTS: High School Diploma or equivalent required; six months of Data Entry experience required; at least one year of Data Entry and Customer Service experience preferred; must demonstrate command of Microsoft Windows and Office.

RESPONSIBILITIES: Assists the Registration Management Team in the coordination and Data Entry of a range of documents relating to the various functions of the Election process; Performs various processes related to the verification of information on Election Petitions; Responsible for the Data Entry of various documents pertaining to the Election process into the Board' Election software; Aids in the coordination of preparing various documents for processing such as Registration Cards and Petitions; Proofreads documents for grammatical errors and accurate context; Prepares all reports as required; Safeguards sensitive documents and supplies; Performs all other duties assigned, delegated, or required of the Management Team, including those prescribed by law.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm - June 23, 2015

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 at (216) 443-3200. 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.
Visit our website: www.boe.cuyahogacounty.us**