



**BOARD OF ELECTIONS ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY**

Election Official I
(Unclassified)

Department: Election Official
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, OH 44115

Salary: \$31,889.92

Hourly: \$17.52

Pay Range: 3

Reports to: Supervisor, Election Officials Department

REQUIREMENTS: High school diploma or equivalent and a minimum of one to six months of related experience serving in an administrative support position; or an equivalent combination of education, training and experience. Must demonstrate command of Microsoft Office, specifically Word and Excel. Familiarity with Google Drive is desired. Must have effective verbal and written communication skills, good reading comprehension and math skills. Bilingual (English-Spanish) a plus but not required.

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 the recruitment, hiring, training, placement, and payment of Polling Location Coordinators, Voting Location Managers, Precinct Election Officials, and other Election Officers; Attends various community meetings and events as a representative of the Cuyahoga County Board of Elections; Assigns and schedules PEO's for training; Conducts quality assurance to ensure all assigned precincts have political balance; Oversees assigned temporary staff of Recruitment Officials during election cycles; Assists in the coordination of PEO's on Election Day; Performs data entry and clerical duties; Provides excellent customer service to the public; Attends continuing education sessions as required; Assists all departments in processing Election related duties as defined by management. Performs all other duties assigned, delegated or required of the Election Official 1 as well as those prescribed by law.

Applications must be received by 4:30 p.m. – January 31, 2017

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

APPLICATION PROCEDURE: Applications and resumes must be submitted through our on-line process only. Visit our website: www.443vote.com, then click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you are able to apply for position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.



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Supervisor

(Unclassified)

Department: Ballot Preparation & Tabulation
Location: Cuyahoga County Board of Elections
Halle Warehouse
1890 E. 40th Street
Cleveland, Ohio 44115

Salary: \$50,748.17

Hourly: \$27.88

Pay Range: 9

Reports to: Assistant Mgr, Ballot Department

REQUIREMENTS: Associate's Degree in Public Administration, Business Administration or a related field and a minimum of three (3) years related experience including Elections Administration, project management, and staff supervision; or an equivalent combination of education, training and experience.

RESPONSIBILITIES: The purpose of the classification is to supervise regular and temporary employees in order to complete necessary tasks relative to the department, such as preparing the Ballot, testing voting machines, and tabulating results. Responsibilities also include completing more complex tasks not delegated to employees at lower levels in the Department. Assists with duties relating to the accurate printing of all ballots; Assures proper ballot rotation; Assists with receipt of and review for accuracy all documentation for placement on the ballots; Assists in the preparation of the layout of offices, candidates and issues on the ballots as prescribed by law for print processing, and reviews and approves the final product; Assists in setting up election parameters, the creation of memory sticks, uploading election night results and election report creation; Assists with election system setup options, election geography, database backup, programming of districts, precincts, races, headers, vote centers, generation of ballots, proofing, audio, absentee ballots, voter registration totals, election preparation, logic and accuracy testing, trouble shooting, auditing and recount process; Assists with the issuance of legal advertisements and notices concerning elections; Assumes responsibility for the security, storage and safety of all voted ballots; Assists in maintaining the schedule of election precinct definitions on the voter registration system; Assists in processing of provisional ballots; Ensures duties are conducted according to NVRA and HAVA procedures; Assures proper maintenance of equipment; Assures political balance in all departmental functions and responsibilities; Conducts pre-election training and coordinates staff; directs election day, night and post-election functions; Assists with the development and implementation of departmental work plan and maintaining an effective productivity schedule; Assists with the development and implementation of effective training programs relative to all duties of the department, particularly any training during the election cycle; Prepares all reports as required; safeguards sensitive documents and supplies; Assists in maintaining inventory of department's forms and supplies; Assists with ordering all election related documents and materials in a timely manner; evaluates department staff professionally and in accordance with the standards established by the Cuyahoga County Board of Elections; Notifies the appropriate departments when changes occur that could affect the election process; Attends continuing education sessions as required; Enforces the policies and procedures mandated by the Cuyahoga County Board of Elections; Performs all other duties assigned, delegated or required of the Supervisor of the Ballot Systems Department as well as those prescribed by law.

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