

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

**TEMPORARY POSITION**

<b>Job Title:</b>	<b>Temporary Recruitment Official</b>	<b>Hourly Rate: \$10.00</b>
<b>Reports To:</b>	<b>Poll Worker Assistant Manager</b>	<b>Hours: Normally 8:30 to 4:30</b>
<b>Division:</b>	<b>Poll Worker</b>	<b>Monday to Friday with overtime hours required as needed</b>

**Function:**

Assists Poll Worker Management in the recruitment, scheduling of training and payroll processing for the poll workers, polling location coordinators and other election day officials.

**Responsibilities:**

- Responsible for assigning qualified applicants as poll workers or polling location coordinators to the various polling locations;
- Assists in the recruitment, scheduling of training and payroll processing for the poll workers, polling location coordinators and other election day officials;
- Responsible for providing technical support to staff at the polling locations on Election Day;
- Performs data entry tasks and clerical functions relative to all responsibilities of the department;
- Conducts business in accordance with federal election guidelines, Title 35 of the Ohio Revised Code, Policies and Procedures of the State of Ohio and the Cuyahoga County Board of Elections;
- Performs all other duties assigned, delegated or required of Poll Worker Management as well as those prescribed by law.

**Personal Characteristics:**

- Ability to perform in a professional manner under maximum levels of stress when confronted with an issue or tight deadline. Willing to work extended hours;
- Applies excellent interpersonal skills which include effective verbal and written communication and the ability to work well with others;
- Willingness to attend various community events for recruiting purposes;
- Demonstrates flexibility, adaptability, problem solving skills, and ability to multi task;
- Demonstrates excellent organizational skills;
- Demonstrates a professional attitude and appearance.

**Minimum Education, Training and Experience:**

High School Diploma or equivalent required; valid driver license, insurance and access to a personal vehicle required; working knowledge of Microsoft Word and e-mail applications; experience in a call center preferred.

**Application Procedure:**

Complete an online application at the Board of Elections website, [www.boe.cuyahogacounty.us](http://www.boe.cuyahogacounty.us), under the Job Opportunities button.

**All materials must arrive no later than 2:00 p.m. Friday, August 3, 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 Division.

**Equal Opportunity Employer; Smoke-free and Drug-free Workplace**