



## BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Training Assistant

( **Unclassified** )

Hourly Rate: \$11.00

Department: Election Officials Department

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

Reports To: Manager, Election Officials Department

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

Monday - Friday

These are temporary positions, which include working evenings and weekends; the training schedule is set by the department.

**REQUIREMENTS:** High school diploma or equivalent and a minimum of one (1) to six (6) 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. Must have effective verbal and written communication skills, good reading comprehension and math skills. Must be able to lift thirty-five (35) pounds, stand for extended periods of time and be willing to take driving assignments throughout Cuyahoga County; must possess working knowledge of Microsoft Office, Google applications, and possess the ability to learn new applications and technologies. Valid Driver's License and automobile insurance required.

**RESPONSIBILITIES:** Under the direct supervision of the Manager of the Election Officials Department, the Training Assistant is responsible for assisting the Training Instructor with administering election procedures to Election Day Election Officials. It is the responsibility of the Training Assistant to ensure enough class materials are present each class and the training room is arranged according to the set-up diagram provided (should be able to use own discretion to adjust room set-up if necessary). Training Assistants must have the ability to interact with individuals of various learning styles and be able to assist Election Officials during classes. The Training Assistant conducts business in accordance with the Federal Election Guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, HAVA, NVRA and the Cuyahoga County Board of Elections. The Training Assistant ensures specified training materials and supplies are available for each class session and must travel to the Board of Elections at least once a week to replenish supplies. They assist with administering and grading assessments at the conclusion of each training session. The Training Assistant provides phone support to Election Officials on Election Day. They will be required to attend mandatory Training Assistant training sessions to learn the operations and procedures of the Election Officials Department. The Training Assistant is required to perform all other duties assigned or delegated by the Manager of the Election Officials Department and must adhere to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections.

**APPLICATION PROCEDURE:** Applications and resumes can be submitted through our on-line process only. Visit our website: [www.443vote.com](http://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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**Applications must be received by 4:30 pm - June 06, 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) 443-6600. 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](http://www.boe.cuyahogacounty.us)**



## BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Training Instructor

( **Unclassified** )

Hourly Rate: \$30.00

Department: Election Officials Department

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

Reports To: Manager, Election Officials Department

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

Monday - Friday

These are temporary positions, which include working evenings and weekends; the training schedule is set by the department.

**REQUIREMENTS:** Completion of a Bachelor's Degree in training, education or related field and a minimum of three (3) years related experience including teaching or conducting formalized training; or an equivalent combination of education, training and experience. Prior experience as an Election Day Worker and one (1) to (3) three years of training or teaching experience is required; must be able to lift 35 pounds, stand for extended periods of time and be willing to take driving assignments throughout Cuyahoga County; must possess working knowledge of Microsoft Office, Google applications, and possess the ability to learn and train others on new applications and technologies. Valid Driver's License and automobile insurance required.

**RESPONSIBILITIES:** Under the direct supervision of the Manager of the Election Officials Department, the Training Instructor is responsible for administering training techniques and election procedures to Election Day Officials. It is the responsibility of the Training Instructor to equip Election Officials with the necessary skills to successfully conduct an election in a professional, courteous, and lawful manner. Training Instructors must have the ability to interact with individuals of various learning styles, and to conduct classes accordingly utilizing training materials provided by the Election Officials Department, Board of Elections and the Secretary of State. The Training Instructor conducts business in accordance with the federal election guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, HAVA, NVRA and the Cuyahoga County Board of Elections. They are responsible for conducting training classes throughout the Cuyahoga County utilizing the curriculum and lessons plans provided by the Election Officials Department. This includes comprehending a variety of informational documents and training materials and effectively relaying the information to a diverse audience. The Training Instructor ensures all training materials and supplies are available for each class session and must travel to the Board of Elections at least once a week to replenish supplies. Administers assessments at the conclusion of each training session, grades them and submits the results to the Election Officials Department via e-mail on a daily basis. The Training Instructor provides phone support to Election Officials on Election Day. They will be required to attend mandatory Training Instructor training sessions to learn the operations and procedures of the Election Officials Department. The Training Instructor is required to perform all other duties assigned or delegated by the Manager of the Election Officials Department and must adhere to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections.

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