



CUYAHOGA COUNTY
BOARD OF ELECTIONS

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

Temporary Election Clerk
(Bilingual Temporary Unclassified)

Hourly: \$11.50
Reports to: Manager
Hours: Mainly evenings and weekends

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

REQUIREMENTS: High School Diploma or equivalent required; must be able to understand, speak, translate, write and read fluently both the English and Spanish languages; customer service background preferred. The applicant must be available to work nights and weekends, able to lift 25 pounds and to provide their own transportation.

RESPONSIBILITIES:

Estimated fifteen to twenty hours per week as needed to represent the Board of Elections at community outreach events. This includes answering voting related questions and disseminating printed materials.

Provides excellent customer service to the public in person and on the telephone. Conducts business in accordance with federal election guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, HAVA and NVRA and the Cuyahoga County Board of Elections. Performs all other duties assigned, delegated or required of the Temporary Election Clerk as well as those prescribed by law.

Applications must be received by 4:00 p.m. –July 31st, 2019

Reasonable accommodation is available to all employees and applicants. 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

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.