**BOARD OF ELECTIONS ANNOUNCES**

**THE FOLLOWING CAREER OPPORTUNITY**

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**Election Official**
( Unclassified )

**Department:** Ballot Preparation & Tabulation

**Location:** Cuyahoga County Board of Elections (Warehouse)
3951 Perkins Avenue
Cleveland OH 44114

**Salary:** $33,177.32
**Hourly Rate:** $18.22
**Pay Range:** 9

**Reports To:** Department Manager

**Hours:** 8:30 a.m.-4:30 p.m.
Monday-Friday (Work day/hours vary depending upon departmental needs)

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**REQUIREMENTS:** The Election Official 1 is automatically reclassified to Election Official 2, (Pay Grade 4, annual salary $36,447.29), upon successful completion of all performance areas during the first eighteen (18) months of service. High School Diploma required. At least one year of data entry experience preferred; must demonstrate command of Microsoft Windows and Microsoft Office, especially Microsoft Word and Excel; must demonstrate exceptional proof reading skills; Must be able to lift 30 pounds and stand for extended periods of time; Must have general working knowledge of the election process and cycle; Must be registered to vote in Ohio. Republican partisan affiliation preferred.

**RESPONSIBILITIES:** Performs clerical tasks, scanning of documents and generation of reports relative to all responsibilities of the department; Ensures political balance in all departmental functions and responsibilities; Assists in safeguarding sensitive documents and supplies; Assists with duties relating to accurate layout, tabulating, canvassing and appropriate security, storage and safety of all ballots; Assists in the accurate preparation of all issues and candidates for the ballot; Responsible for proofreading of the ballots and other pertinent documents; Assists with duties relative to setting up election parameters, the creation of election media, and all other responsibilities relative to the voting system; Assists with the proper maintenance and testing of equipment including logic and accuracy testing; Assists with the phone bank on election day; Assists in coordinating and executing the vote-by-mail program which includes the preparation, processing and mailing of Vote by Mail applications and ballots, including for UOCAVA (uniformed and/or overseas) voters; Processes mail which includes organizing, opening, scanning, proofing, and recording transactions; Assists with the nursing home Vote by Mail voting program; Processes rejected Vote by Mail applications and challenged Vote by Mail ballots and sends necessary correspondence to voters; Answers phone calls from voters and other members of the public and follows up accordingly; Demonstrates knowledge and application of Section 35 of the Ohio Revised Code and the Ballot Questions and Issues Handbook as they relate to the preparation and layout of ballot issues; Assists in safeguarding sensitive documents and supplies; Attends continuing education sessions as required; Performs duties in a warehouse environment including physical work, light lifting and moving election equipment; Performs all other duties assigned, delegated or required of the department, as well as those prescribed by law in accordance with Federal Election Guidelines, the Ohio Revised Code, NVRA, HAVA, Policies and Procedures of the State of Ohio and the Cuyahoga County Board of Elections.

**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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**POSITION WILL REMAIN OPEN UNTIL FILLED.**

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

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**Posted:** 8/20/2020