

Summary of Temporary Employment Opportunities

Ballot Department:

Ballot Technician

Participates in proofreading draft ballots/notices/reports/audio for content and accuracy. Assist with Ballot scanning/verification/filing. Assist with ballot remakes, recounts and audits. Requires reading, listening (in a somewhat noisy environment), sitting/standing for long periods. Ability to follow step-by-step instructions. Requires twisting/bending/squatting, lifting/carrying 30lbs at time. Performs Election night activities as assigned.

Ballot Proofing

Responsible for the accurate proofreading of the ballots and other pertinent documents. Assists in the accurate preparation of all equipment needed to conduct business within the department. Assists with the testing of ballot scanning equipment. Performs data entry and clerical tasks relative to all responsibilities of the department. Assists with the scanning of ballots leading up to and on election day, during the official canvass, recounts and audits. Assists with the preparation, hand counting and filing of election materials during recounts and audits.

Ballot Scanner Operator

The scanner operator is paired with another employee and serves as a work team responsible for scanning vote-by mail ballots. Each team consists of an input operator and output operator who must stand next to a high-speed scanner for the majority of the workday. Responsible for loading vote-by-mail ballots into a high-speed scanner and collecting the scanned ballots and placing them into location specific files. Monitors the high-speed scanner for jamming and any other equipment issues. Requires individuals to assist with the preparation of equipment and materials to be scanned and the subsequent storage of the scanned materials.

Nursing Home Election Official

Travels to nursing homes within Cuyahoga County to deliver, assist, and return absentee ballots. Must have daily access to a personal vehicle, a current valid driver's license, and auto insurance. Ability to work in a team environment and perform in a professional manner under stress when confronted with tight deadlines. Officials must demonstrate a professional attitude and appearance, as well as availability to work extended hours. Must be either a registered Democrat or a registered Republican to comply with the agency's bipartisan policies.

Vote-by-Mail Election Official

The Vote-by-Mail (VBM) Election Official will assist the regular staff in the duties performed by the Ballot/Vote-by-Mail Department. Duties include opening mail, processing absentee applications, verifying voter registration. Assisting voters with resolving discrepancies on ballot applications. Basic data entry and word processing skills required. Customer service experience preferred.

Vote-by-Mail Ballot Opener/Counter

The Ballot Opener/Counter is responsible for opening and counting the VBM ballots after they have been returned to the Board of Elections. Basic math skills required. Basic data entry and word processing skills helpful, but not required.

Candidate and Petition Services:

Early-in-Person Voting Election Official

Assist the Candidate and Petition Services team with coordination of all activities related to Early-in-Person voting. Assist with sorting and setting up ballots for early voting. Assist voters including, retrieving ballots for the voters and ensuring the voting experience is completed. Assist in maintaining voting machines, supplies and common areas used by the public. Answers phones and general questions from the public. Performs other duties as assigned. Must have strong customer service skills. Must have strong data entry and general computer knowledge.

Election Support Department:

Warehouse Official is required to be able to lift, push, and pull 50 pounds repeatedly. Physical activity such as bending, reaching, stooping, and extended periods of standing is required. Officials must be competent at performing routine manual labor tasks. Excellent attention to detail proven ability to understand and execute written and verbal instructions. Assist drivers with the loading, delivery, and unloading of polling place supplies, cleaning of voting materials and preparing election-related equipment/supplies are all necessary skills needed to succeed in this position.

Registration Department:

Registration Official

Performs various processes related to the verification of information on election petitions. Responsible for the data entry of various documents pertaining to the election process into the Board's election software. Aids in the coordination of preparing various documents for processing such as voter registration cards and petitions. Proofreads documents for grammatical errors and accurate context. Aids in the proofing and testing of the electronic poll books. Ensures duties are conducted according to the NVRA and HAVA procedures. Prepares all reports as required. Safeguards sensitive documents and supplies.

Election Officials Department:

Recruiter

Assists in the recruitment, scheduling of training, and payroll processing for the polling location election officials, coordinators and other Election Day staff. Recruitment may require deployment to community events, designated recruitment spots, community centers, libraries, and other events scheduled by the Elections Officials Department. Responsible for assigning qualified applicants as poll workers or polling location coordinators to the various polling locations. 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.

Trainer

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. Training material content includes needed procedures, equipment, supplies and other necessary skills to successfully conduct an election in a professional, courteous, and lawful manner.

Training Assistant

Primary function is to assist with the Election Official training classes including delivery of supplies, training room set-up, class instruction and assessment, and provides support to the Training Instructor.