



JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title:

Election Substitute Official (PEO)

Pay:

\$100 if reports to warehouse, and not sent to a Polling location

OR

\$250 if contacted and sent to a Polling Location on Election Day

PRIMARY FUNCTION:

The Election Substitute Precinct Election Official's primary function is to report to a Polling Location as needed to replace an absent PEO on Election Day.

A Precinct Election Official's primary function is to ensure that the Election Process is handled in an orderly, professional and lawful manner by performing all duties assigned by the Voting Location Manager (VLM) of their polling location. A PEO must interact with individuals from various backgrounds and learning styles.

RESPONSIBILITIES:

- Perform all activities assigned by the VLM of their polling location
- Assist voters with the Election Process; this includes checking in voters on the Electronic Pollbook, processing Provisional Voters, assisting voters scanning their ballots in the Ballot Scanner and more
- Ensure that the assigned precinct is prepared for voting by 6:30 a.m.
- Identify any difficulties or concerns and report them immediately to the VLM
- Assist with the polling location set-up/disassembly of voting equipment
- Assist in closing the polling location
- Interact effectively and work in unison with all Election Day Team Members
- Adhere to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections
- Conduct business in accordance with Federal Election Guidelines and Title 35 of the Ohio Revised Code

PERSONAL CHARACTERISTICS:

- Ability to perform in a professional manner under stress when confronted with tight deadlines
- Demonstrate flexibility, adaptability, dependability, problem-solving skills and an ability to manage multiple tasks simultaneously
- Possess effective and friendly communication skills
- Work in cooperation with all Election Day staff
- Accept management directives in a positive manner
- Willingness to do multiple jobs on Election Day depending on the needs of the Polling Location

REQUIREMENTS:

- A registered voter in Cuyahoga County with no prior felony convictions
- A valid driver's license and personal transportation
- Able and willing to travel throughout Cuyahoga County
- Attend and pass Election Substitute Official training
- Available by phone from 5:30 p.m. to 8:45 p.m. the Monday Night before Election Day
- Arrive at the BOE Warehouse, 3951 Perkins Avenue, Cleveland, OH 44103 at 5:15 a.m. on Election Day
- If you do not receive an assignment by 9 a.m., you will be released and paid \$100 for your service
- Report to your assigned Polling Location within 45 minutes if you are contacted to work on Election Day