

JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Rover/Drop-Off Captain

Reports To: Election Support Manager

Division: Election Support

Start Time: Monday at 11:00 A.M.; Election Day 4:30 A.M. Required to work late into evening.

Hourly Rate: \$16.00 an hour + \$40 for Travel Expenses

Bonus: \$10.00 (for Drop-Off Captains only)

Hours: Various for each date

PRIMARY FUNCTIONS:

Rovers travel to various polling locations to assess and assist with problems related to the voting process, safeguard sensitive materials, and deliver election-related materials to polling locations, among other duties. Rovers are responsible for monitoring activity outside of a polling location and ensuring it is accessible to all voters. Rovers that are also assigned as Drop-Off Captains manage a Drop-Off Location and the transfer of election-related materials after the polls close on Tuesday. Drop-Off Captains are responsible for documenting an accurate inventory and reporting any missing items to the Election Response Team in a timely manner.

ROVER RESPONSIBILITIES:

- Enforce State of Ohio electioneering rules
- Verify polling locations are open, operational and ADA compliant per Board of Elections standards
- Deliver election-related materials to polling locations on Monday and as needed Tuesday
- Ensure the VLM has placed all mandatory calls to the Board of Elections
- Verify items on prepared checklists at each location such as signs being present, location layout, etc.
- Visit your assigned voting locations throughout the day on Election Day to monitor and report any issues
- Replace voting equipment as necessary

DROP-OFF CAPTAIN RESPONSIBILITIES:

- Report to your assigned Drop-Off location
- Manage the transfer of election supplies from PEO's to the Drop-Off Location and to the BOE Warehouse
- Account for all required materials from each polling location and report any missing items immediately
- Perform all other duties assigned, delegated, or required of Election Support Management, including those prescribed by law.

PERSONAL CHARACTERISTICS:

- Possess customer service skills including the ability to diffuse contentious situations
- Work effectively in cooperation with all Election Day staff
- Possess basic computer/tablet/smartphone aptitude
- Apply excellent interpersonal skills, including effective oral communication skills
- Demonstrate a professional attitude and appearance

REQUIREMENTS:

- High School diploma or equivalent
- A valid driver's license, insurance, and personal transportation
- Attend a training session
- Lift 35 lbs. continuously
- Available to work extended hours Election Eve and Election Day
- Must not have a felony conviction