

## **JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS**

**Job Title:** Rover/Drop-Off Captain

**Hourly Rate:** \$17.00 an hour

**Reports To:** Election Support Manager

**Hourly Drop-Off Captain Rate** \$18.00

**Division:** Election Support

**Hours:** Various for each date

**Start Time:** Monday at 2:00 P.M.; Election Day 4:30 A.M. Required to work late into evening.

### **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