

ERIE COUNTY BOARD OF ELECTIONS

DEMOCRATIC CLERK

Job Classification: Clerk

Job Location: Erie County Board of Elections
2900 Columbus Avenue, Room 101
Sandusky, Ohio 44870

Minimum Qualifications:

Candidate must be a registered Democrat voter.

Education:

Candidate must have a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is desired.

Election Related Experience and Skills:

Candidate must have a baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including:

- Operating voting machines used in the county and other automated office equipment;
- Using, understanding and applying election law terminology;
- Receiving and implementing assignments and instructions from board members, the director and Secretary of State's office; and
- Performs various skilled and clerical tasks for the Director, Deputy Director and Board and several office positions during peak workloads and leaves of absence.

General Experience and Skills:

Candidate must, to the satisfaction of a majority of the board, have the experience and capability to complete the day-to-day operations of that county's board of election. To this end, the candidate must possess:

- Effective written and interpersonal communication abilities;
- Strong organizational skills and attention to detail;
- Strong clerical skills;
- Ability to perform duties assigned by law, the county board of election, and/or the Secretary of State;
- Ability to work rapidly and accurately;

- Ability to adapt and to perform in a professional manner under stressful or emergency situations;
- Ability to comprehend a variety of informational documents; and
- Ability to conduct self at all times in a professional and courteous manner.

Criminal Background Check:

Before being selected by a county board of election, the candidate for Clerk must pass, to the satisfaction of a majority of the board members as described below, a criminal background check conducted by the County Sheriff or other law enforcement agency at the expense of the board of elections.

Essential Functions:

- Provide clerical duties for the office such as filing, data input, typing and management of correspondence.
- Handle calls, inquiries and complaints received from the general public.
- Maintain lists and documents.
- Provide backup coverage for other office staff.
- Process and distribute incoming mail and process outgoing mail, including upkeep of the postage machine, as needed.
- Knowledge of general office practices.
- Ability to operate a variety of office machines.
- Ability to maintain confidentiality concerning work related information in a professional manner.
- Knowledge of computer operation: Excel, Word and will be trained in EVIS.
- Ability to process work rapidly and accurately.
- Ability to learn and apply specific provisions of ORC regarding voting rights and voting.
- Ability to identify and resolve problems with limited supervision.
- Strong interpersonal and communication skills.
- Review the Elections Officials Manual including all Directives, Advisories, Memoranda, correspondence and materials issued by the SOS and take action as required by those communications.
- Assist with all aspects of absentee voting.
- Assist with all aspects of provisional voting.
- Process Duplicate Process: voters who registered in Erie County and another county in Ohio. Print reports and resolve these voters with the other counties.
- Perform data entry efficiently and correctly; voter registration, change of name, address, online voter registration, etc.
- Assists with routine pre-election and post-election office functions.
- Recruitment and assignment of precinct election officials.
- Training of precinct election officials (preparing, presenting and training).
- Respond to general public information requests, for example: candidate lists, voting info, answer voter questions, etc.
- Assist with all aspects of local and state petitions.

- Assist at the counter with the public.
- Assist with precinct election official supply pick up.
- Pack & unpack supplies after election.
- Reconcile books after election.
- Be able to assemble the scanner and disassemble and be able to answer precinct election official questions regarding scanners on election day.
- Be able to do all functions of the electronic poll books and answer precinct election official questions regarding the electronic poll books on election day.
- Receive in campaign finance reports: make sure front page is filled out, signed, receipts are attached, etc.
- Attend any training as required by the Board, Director and Deputy Director.
- Send various correspondences (letters, acknowledgements, confirmation notices, etc.).
- Receive payments for copies, lists, maps, CD's and various office fees.
- Work extended days/hours as required.
- Perform any other duty the Director or Deputy asks you to perform.

Physical Requirements:

- Ability to stand for long periods of time.
- Must be able to alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift and carry a minimum of 50 pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto a ladder.
- Climb up and down stairs.
- Bend/squat/crouch/kneel.

Pre-employment physical and drug screen required.

This position has a six month probationary employment period.

All applicants are subject to a criminal background check. A job description and evaluation criteria may be obtained at the Erie County Board of Elections, 2900 Columbus Avenue, Room 101, Sandusky, Ohio 44870.

Interested candidates should submit a cover letter and resume to:

Erie County Board of Elections
c/o Lori Salyers, Director
2900 Columbus Avenue, Room 101
Sandusky, Ohio 44870

Cover letters and resumes must be submitted by 4:00 p.m. on Monday, May 17, 2020.

**THE ERIE COUNTY BOARD OF ELECTIONS IS AN EQUAL OPPORTUNITY
EMPLOYER**