

**LEGAL NOTICE
PORTAGE COUNTY, OHIO
BOARD OF ELECTIONS**

JOB TITLE: Clerk (Democratic Party)

SALARY: \$20.30/hour (min. 40 hours/week); overtime when necessary. Position is eligible for health insurance coverage and OPERS benefits.

JOB TYPE: Full-time, unclassified.

JOB LOCATION: Portage County Administration Building
449 South Meridian Street, Room 101
Ravenna, OH 44266

Function:

The Clerk of the Board of Elections attends to the needs of the public and the Board by providing high-quality services to ensure a seamless and trustworthy voting experience in the election process. Perform all projects, functions, and duties as assigned by the members of the Board of Elections, Director and Deputy Director.

Responsibilities:

- Recruitment, appointment and training of election officials for each election.
- Prepare training materials and manuals for election officials.
- Generate public awareness for election official recruitment.
- Receive petitions, perform initial audit of signature counts and set-up in petition tracking module.
- Update the voter registration system using reports generated by the Ohio Department of Health and Vital Statistics.
- Update the voter registration system to remove voters who no longer wish to be registered to vote in Portage County.
- Assist with voter registration as needed.
- Receive and audit Campaign Finance reports. Provide information to candidates and groups regarding how to properly complete and file Campaign Finance reports.
- Process all provisional ballots in each election.
- Unpack the election supplies.
- Assist the public, candidates and elected officials with professionalism and answer election-related questions.
- Prepare reports and create forms as required.
- Must maintain confidentiality and business integrity.
- Attend continuing education classes as required.
- Follow the records retention schedules as required by the Board and Secretary of State.
- Perform all other duties assigned, delegated or required including those prescribed by law, rule, or Directive.

Minimum Qualifications:

Voter registration and affiliation with the Democratic Party.

Possession of at least a high school diploma or equivalent required. Bachelor's degree is preferred.

Must be PC literate with a command of the Microsoft Office applications.

Ability and willingness to work extended hours to meet deadlines and election requirements throughout the year.

Possess a valid Ohio Driver's license.

Possess an ability to thrive in a stressful environment with seasonal high workflow.

Compliance with all other Portage County employment eligibility requirements.

Election Related Experience and Skills:

Operation of voting machines used in Portage County and other automated office equipment, including but not limited to copiers, faxes, computers and printers.

Assistance of any person, without regard to that person's political affiliation, asking for information within the Board's jurisdiction, including public records requests.

Ability to receive and implement assignments and instructions.

General Experience and Skills:

Possess effective written and interpersonal communication abilities.

Strong organizational skills and attention to detail.

Adaptability and performance under stressful or emergency conditions.

Comprehension of a variety of informational documents.

Professionalism and courtesy at all times.

Interested parties should submit a cover letter describing how their qualifications meet the requirements for the position, a current resume with three references, and complete the county application form no later than 4:00 p.m. on January 13, 2021 to be considered.

All job offers are made with the understanding that prospective employees must pass a drug test, criminal background investigation and motor vehicle record check prior to being hired and possess a valid Ohio Driver's License. A proficiency and skills assessment may be required as a part of the interview process.

Correspondence should be directed to the Portage County Board of Elections by one of the following methods:

Email: portage@ohiosos.gov

Mail: Portage County Board of Elections, 449 S. Meridian St., Room 101, Ravenna, OH 44266

Drop Box: Located in our parking lot located at 449 S. Meridian Street, Ravenna

The Portage County Board of Elections is an equal opportunity employer; smoke-free and drug-free workplace.