

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

JOB TITLE: Clerk (Republican 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.
- Maintain election official records and process payroll after each election.
- Assist with office payroll and invoice preparation.
- Generate public awareness for election official recruitment.
- Send and process outgoing provisional ballot confirmations.
- Receive petitions, perform initial audit of signature counts and set-up in petition tracking module.
- Research voter information for ballot tabulation.
- Assist with voter registration as needed.
- Analyze and scan information associated with the election canvass.
- Maintain an inventory of equipment for annual audit.
- 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 Republican 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.