

Elections Clerk

DEFIANCE COUNTY, OHIO BOARD OF ELECTIONS

JOB TITLE:	Elections Clerk (2 positions available, 1 Republican and 1 Democrat)
SALARY:	\$15.00 /hour (min. 21 hours/week); Extra time when necessary. No paid lunch – clock out. Position is eligible for OPERS benefits.
JOB TYPE:	Part-time
JOB LOCATION:	Defiance County Board of Election 1300 East Second St Defiance, OH 43512

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:

- Help with recruitment, appointment and training of election officials for each election.
- Prepare training materials for election officials.
- Maintain election official records.
- Generate public awareness for election official recruitment.
- Receive petitions, perform initial audit of signature counts and set-up in petition tracking module.
- Research voter information for ballot tabulation.
- Analyze and scan information associated with the election canvass.
- Maintain an inventory of equipment for the 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.
- Follow the records retention schedules as required by the Board and Secretary of State.

Minimum Qualifications:

- Voter registration in Defiance County
- Possession of at least a high school diploma or equivalent required.
- Must be PC literate with a command of the Microsoft Office applications.
- Ability and willingness to work extended hours to meet deadlines.

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- Possess a valid Ohio Driver's license.
- Possess an ability to thrive in a stressful environment with seasonal high workflow.
- Compliance with all other Defiance County employment eligibility requirements including a background check.

Election Related Experience and Skills:

- Operation of voting machines used in Defiance 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.
- Physical capability to lift up to 35 pounds.

Interested parties should submit a cover letter describing how their qualifications meet the requirements for the position, a current resume and three references to be considered.

All job offers are made with the understanding that prospective employees pass a computer skill test, 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 given as a part of the interview process in case of multiple applicants.

Internal applicants will be given preference in hiring process.

Correspondence should be directed to:

Defiance County Board of Elections
1300 East Second St.
Defiance, OH 43512

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