

**JOB POSTING**  
**THE CUYAHOGA COUNTY BOARD OF ELECTIONS**  
**TEMPORARY POSITION**

**Job Title:** Ballot Drop Off Assistant                      **Effective Dates:** **May 3, 2011**  
**Reports To:** Election Support Manager                      **plus one hour training session on date to be determined**  
**Division:** Election Support  
**Base Rate:** \$65.00    **Hours: 7:00 PM until completion**

**Drop Off Locations:**  
**Throughout County**

**Responsibilities:**

- Conducts business in accordance with the federal election guidelines, Title 35 of the Ohio Revised Code, the Policies and Procedures of the State of Ohio, and the Cuyahoga County Board of Elections.
- Responsible for aiding the Drop-Off Captain in verifying supplies received at ballot drop off location and subsequent dispatch of supplies to the Cuyahoga County Board of Elections.
- Responsible for loading and unloading supplies from poll worker and ballot transportation vehicles.
- Safeguard sensitive documents and supplies.
- Performs all other duties assigned, delegated, or required of Election Support Management, including those prescribed by law.
- Must attend all required training classes as defined by management.

**Personal Characteristics:**

- Ability to perform in a professional manner under stress when confronted with tight deadlines.
- Willing to work late into the evening if necessary.
- Works effectively in cooperation with all Election Day staff.
- Applies excellent interpersonal skills, including effective oral communication skills.
- Demonstrates flexibility, adaptability, dependability, problem-solving skills, business intelligence and ability to manage multiple tasks simultaneously.
- Demonstrates a professional attitude and appearance.

**Minimum Education, Training and Experience:**

High School Diploma or equivalent required; must be willing to take job assignments throughout Cuyahoga County; must be able to lift 50 – 70 lbs., continuously; must have the ability to accurately follow verbal and written directions and be detail oriented; must possess basic math skills.

**Application Procedure:**

Submit a Temporary Employment Application via e-mail to: ElectionJobs@cuyahogacounty.us and indicate Ballot Drop Off Assistant in the subject line or, deliver to the Human Resources Office, 2925 Euclid Avenue, Cleveland, Ohio 44115. Also indicate on the application three drop-off location preferences. There is no guarantee you will be assigned to one of your preferences.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Division.

**Equal Opportunity Employer; Smoke-free and Drug-free Workplace**