

JOB POSTING
THE CUYAHOGA COUNTY BOARD OF ELECTIONS

TEMPORARY POSITION

Job Title: Temporary Election Support Rover
Reports To: Election Support Manager
Division: Election Support

Hourly Rate: \$11.00
Effective Dates: Nov 7 & 8, 2011
Hours: Various for each date.
Start time Nov 7 is 11:00 AM
Start time Nov 8 is 5:00 AM
Will be required to work late into the evening on Tuesday, Nov 8th

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.

- Travels to various polling locations throughout Cuyahoga County to assess and assist with problems relating to the election process
- Safeguards 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. (PLC and Rover)

Personal Characteristics:

- Ability to perform in a professional manner under stress when confronted with tight deadlines
- Willing to work extended hours
- 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 acumen and ability to manage multiple tasks simultaneously
- Demonstrates a professional attitude and appearance

Minimum Education, Training and Experience:

- High School Diploma or equivalent required; personal vehicle required; must have up-to-date insurance and driver's license. **Voluntary use of personnel cell phone encouraged**, must be able to lift 50 – 70 lbs. continuously; must have the ability to accurately follow verbal and written directions and be observant.
- Rovers are not required to live in Cuyahoga County.
- Rovers deliver Election Related materials to polling locations on the **Monday Nov 7th**.
- **Rovers must have their own vehicle with proper insurance.**
- Rovers will visit their assigned voting locations during the Monday Organizational Meeting. They will be responsible for ensuring poll workers have all their supplies and help with setting up of the ADA voting unit, Blue Voting Devices, and DS200 scanners.
- Rovers will visit their assigned voting locations throughout the day on the day of the election.
- Rovers will check for compliance with the 100 foot zone of no campaigning at their assigned voting locations.
- Set up ADA parking as required at assigned polling locations
- Contact Zone Station when locations are open
- **Fill PLC position if one is absent from polling location if required**
- Rovers will help poll workers if there is an over-abundance of voters in a particular voting location. Making sure lines are maintained and order is being followed.
- **Rovers may be assigned as Drop Off assistants at Drop Off locations**
- Rovers will report to their assigned Zone Station to receive their assignments on **Nov 7th**