

JOB DESCRIPTION

CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Precinct Election Official (PEO) **Stipend:** \$172.10

Department: Poll Worker

FUNCTION: A PEO's primary function is to ensure that the Election Process is handled in an orderly, professional, and lawful manner by performing all duties assigned by the Voting Location Manager (VLM) of their Precinct. A PEO must also have the ability to interact with individuals from various backgrounds, as well as those with various learning styles.

RESPONSIBILITIES:

- Performs all activities assigned by the VLM of their Precinct
- Ensures that the assigned Precinct is prepared for voting by 6:30A.M.
- Assists the voters with the Election Process
- Identifies any difficulties or concerns and reports them immediately to the VLM
- Assists with the Polling Location Set-up / disassembly of voting equipment
- Assists in closing the Polls
- Attends a three (3) hour training session
- Interacts effectively and works in unison with all Election Day Team Members
- Demonstrates strong verbal and communication skills
- Accepts management directives in a positive manner
- Performs all other duties assigned or delegated by the Assistant Manager of the Poll Worker Department
- Adheres to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections
- Conducts business in accordance with Federal Election Guidelines, Title 35 of the Ohio Revised Code

ADDITIONAL REQUIREMENTS:

- Ability to demonstrate excellent organizational and strategic planning skills
- Ability to maintain a professional attitude and appearance
- Ability to manage multiple tasks simultaneously
- Ability to lift approximately 35 pounds
- Ability to work Election Eve and Election Day

Equal Opportunity Employer: Smoke-free and Drug-free Workplace