

JOB DESCRIPTION

CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Polling Location Coordinator **Stipend:** \$200.00

FUNCTION: The Polling Location Coordinator's primary function is to ensure that the Election Process is handled in an orderly, professional, and lawful manner by providing Poll Workers with the necessary skills, materials and/or information to successfully conduct the election. Serves as technical resource and resolves issues and troubleshoots election equipment. Polling Location Coordinators must have the ability to interact with individuals from various backgrounds, as well as those with various learning styles.

RESPONSIBILITIES:

- Oversees activities within polling location
- Allocates human resources at polls to accommodate for absences on Election Day
- Serves as contact point with Board of Elections officials and makes mandatory calls to the Board of Elections
- Reports any missing supplies and/or Team Members to the Board of Elections
- Sets up and takes down the ADA Ballot Station
- Assists Poll Workers with setting up and taking down voting devices
- Assists Poll Workers with procedural questions and concerns
- Greets voters and assists in finding their correct Precinct and/or Polling Location
- Facilitates teamwork between poll workers.
- Effectively troubleshoots DS200s and Automarks
- Identifies and reports any difficulties or concerns
- Interacts effectively with all Election Day Team Members
- Demonstrates strong verbal and communication skills
- Performs all other duties assigned or delegated by the Manager and Assistant Manager of the Poll Worker Department and accepts management directives in a positive manner
- Must attend a six and a half (6.5) hour training session
- 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:

- **Must have valid driver's license and personal transportation**
- 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

POLLING LOCATION COORDINATOR APPLICATION

(Please Print in Ink or Type All Information)

Date: _____

Name: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____ - _____ - _____
(For payroll purposes only)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Cell Phone #: _____

Email Address: _____

Political Party (Please Check One): Democrat _____ Republican _____ Independent _____

Have you ever been convicted of a felony? YES _____ NO _____

Have you been a poll worker before? YES _____ NO _____

Are you a registered voter? YES _____ NO _____

Are you comfortable with technical equipment? YES _____ NO _____

Do you have reliable transportation? YES _____ NO _____

Are you able to lift at least thirty (30) pounds? YES _____ NO _____

How did you hear about this opportunity? _____
(i.e. company, website, school, newspaper, friend)

Certificate of Application: I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements or material facts will subject me to disqualification or dismissal.

Signature of Applicant _____ Date _____

The Cuyahoga County Board of Elections is an equal opportunity employer.

Board Use Only

Ward/Precint: _____

Trained: _____

Placed: _____

Initials: _____

Suggested Placement

Consolidation: _____