

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

**TEMPORARY POSITION**

**Job Title:** Temporary Ride-Along Clerk  
**Reports To:** Election Support Manager  
**Division:** Election Support

**Rate:** \$10/hour with 4 hour minimum

**Hours:** Various for each date.  
**Start time:** 5:00 PM Election Evening

**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.

- Rides with Law Enforcement Official to drop off location to help maintain political balance
- Signs Chain of Custody forms if needed
- Rides with Law Enforcement Official to Board of Elections Warehouse to delivery election supplies
- Carries drop off documentation and materials while returning to Board of Election Warehouse

**Personal Characteristics:**

- Ability to perform in a professional manner under stress
- Willing to work extended hours and accept any assignment given
- 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 requirements:**

- Must be either a registered Democrat or Republican