



CUYAHOGA COUNTY BOARD OF ELECTIONS

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JOB DESCRIPTION CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Bilingual Poll Worker

Stipend: \$172.10

ELECTION OFFICIAL FUNCTION: A Bilingual Poll Worker'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 VLD of their Precinct.

A Bilingual Poll Worker must also have the ability to interact with individuals from various backgrounds, as well as those with various learning styles.

TRANSLATOR FUNCTION: A Bilingual Poll Worker is also responsible for translating voting instructions and providing assistance to Spanish speaking voters with limited English proficiency.

RESPONSIBILITIES:

- Performs all activities assigned by the Voting Location Deputy (VLD) of their Precinct
- Ensures that the assigned Precinct is prepared and opened for voting by 6:30A.M.
- Assists the voters with the Election Process
- Identifies any difficulties or concerns and reports them immediately to the Voting Location Deputy (VLD)
- Assists with the Polling Location Set-up / disassembly of voting equipment
- Assists in closing the Polls
- 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
- Assists voters who need translation services
- Ensures Spanish language tools are visible in location and accessible to Spanish speaking voters
- Attends a four and a half (4.5) hour Poll Worker training session and a one (1) hour bilingual 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

REQUIREMENTS:

- **Ability to speak Spanish and English fluently**
- **Ability to successfully complete poll worker training and bilingual poll worker training**
- 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

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