



CUYAHOGA COUNTY BOARD OF ELECTIONS

Inajo Davis Chappell
Chairwoman

Jeff Hastings
Member

David J. Wondolowski
Member

Robert S. Frost
Member

Pat McDonald
Director

Anthony W. Perlatti
Deputy Director

JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS Temporary Position

Job Title: Temporary Ride-Along Clerk

Reports To: Election Support Manager

Division: Election Support

Pay: \$10 per hour with 4-hour minimum

Hours: Various for each date

Start Time: 5 p.m. on Election Day

RESPONSIBILITIES:

- Rides with Law Enforcement Official to Drop-Off location to help maintain political balance.
- Sign Chain of Custody forms if needed.
- Report to the Board of Elections Warehouse at 5 p.m. on Election Day.
- Rides with Law Enforcement Official back to Board of Elections Warehouse to deliver 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 EDUCATION, TRAINING, EXPERIENCE:

- Must be either a registered Democrat or Republican.

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