



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

Job Title: Rover/Drop-Off Captain

Reports To: Election Support Manager

Division: Election Support

Start Time: Monday at 11 a.m.; Election Day 5 a.m. Will be required to work late into the evening on Election Day.

Hourly Rate: \$11 an hour

Bonus: \$10.00 (for Drop-Off Captains only)

Hours: Various for each date

PRIMARY FUNCTION:

Rovers/Drop-Off Captains travel to various polling locations to assess and assist with problems related to the voting process, safeguard sensitive documents and supplies, and deliver election-related materials to polling locations on Monday, among other duties. Rovers are responsible for monitoring activity outside of a Polling Location and ensuring that parking and the entrance to the location are accessible for all voters.

RESPONSIBILITIES:

- Enforce State of Ohio electioneering rules
- Verify polling locations are open, operational and ADA compliant per Board of Elections standards
- Deliver election-related materials to polling locations on Monday
- Visit assigned voting locations during the Monday Night Organizational Meeting and ensure that the VLM has phoned the Board of Elections to report they are safely inside the Polling Location
- Verify items on predetermined checklists at each location such as signs being present, location layout, etc.
- Visit your assigned voting locations throughout the day on Election Day to monitor and report any issues
- Replace voting equipment as necessary
- Report to your assigned Drop-Off location to manage the transferring of election supplies being brought by PEOs upon completion of the election
- Receive training on setup/packing up of the Electronic Pollbook and troubleshooting the MiFi and printers
- Perform all other duties assigned, delegated, or required of Election Support Management, including those prescribed by law.

PERSONAL CHARACTERISTICS:

- Possess customer service skills including the ability to diffuse contentious situations
- Willing to work late into the evening if necessary
- Work effectively in cooperation with all Election Day staff
- Possess basic computer/tablet/smartphone aptitude
- Apply excellent interpersonal skills, including effective oral communication skills
- Demonstrate a professional attitude and appearance

REQUIREMENTS:

- High School diploma or equivalent
- A valid driver's license, personal transportation and the use of a personal cell phone
- Attend a training session
- Lift 50-70 lbs. continuously
- Available to work Election Eve and Election Day
- Must not have a felony conviction

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