



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: Voting Location Deputy (VLD) (Election Official) **Stipend:** \$182.10

FUNCTION: The Voting Location Deputy's primary function is to ensure that the Election Process is handled in an orderly, professional, and lawful manner by overseeing all activities performed in their assigned location. The VLD must also have the ability to interact with individuals from various backgrounds, as well as those with various learning styles.

RESPONSIBILITIES:

- Oversees all activities within an assigned location
- Ensures that the assigned location is prepared for voting by 6:30A.M.
- Assigns duties and breaks to Poll Workers within the location
- Administers the Oath of Office
- Ensures that PEOs are working in unison for the success of the election
- Assists the voters with the Election Process
- Identifies any difficulties or concerns and reports them immediately to the Voting Location Manager (VLM)
- Assists with the Polling Location Set-up / disassembly of voting equipment
- Reports any missing supplies and/or Team Members to the VLM
- Ensures that all PEOs within the location completes the Payroll Card
- Declares the Polls Closed at the designated time
- Delivers required materials at the end of the Election
- Attends a four and a half (4.5) hour training session
- Interacts effectively with all Election Day Team Members
- Demonstrates strong verbal and communication skills
- Accepts management directives in a positive manner
- Performs all other duties assigned or delegated by the Assistant Manager of the Election Officials Department
- 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

