



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: Ballot Drop-Off Assistant

Pay: \$65 per election

Reports To: Election Support Manager

Hours: 6:00 p.m. Election Day until completion

Division: Election Support

DROP-OFF LOCATIONS: Throughout the county.

RESPONSIBILITIES:

- Conduct business in accordance with 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.
- Responsible for aiding the Drop-Off Captain in verifying supplies received at ballot drop-off location and subsequent dispatch of supplies to the Cuyahoga County Board of Elections.
- Responsible for loading and unloading supplies from Election Official and ballot transportation vehicles.
- Safeguard sensitive documents and supplies.
- Perform all other duties assigned, delegated, or required of Election Support Management.
- Must attend all required training classes as defined by management.
- Report to your assigned Zone Station for Training at 6 p.m. on Election Day, then report to your assigned Drop-Off location for duties.

PERSONAL CHARACTERISTICS:

- Ability to perform in a professional manner under stress when confronted with tight deadlines.
- Willing to work late into the evening if necessary.
- Work effectively in cooperation with all Election Day staff.
- Apply excellent interpersonal skills, including effective oral communication skills.
- Demonstrate flexibility, adaptability, dependability, problem-solving skills, business intelligence and ability to manage multiple tasks simultaneously.
- Demonstrate a professional attitude and appearance.
- Should have transportation to get to Zone Station for training then to your assigned Drop-Off location.

MINIMUM EDUCATION, TRAINING, EXPERIENCE:

High School diploma or equivalent required; must be willing to take job assignments throughout Cuyahoga County; must be able to lift 50–70 lbs. continuously; must have the ability to accurately follow verbal and written directions and be detail oriented; must possess basic math skills.

APPLICATION PROCEDURES:

Submit a Temporary Employment Application via e-mail to: ElectionJobs@cuyahogacounty.us and indicate Ballot Drop Off Assistant in the subject line or, deliver to the Human Resources Office, 2925 Euclid Avenue, Cleveland, Ohio 44115. Also indicate on the application three drop-off location preferences by city or geographic region. There is no guarantee you will be assigned to one of your preferences.

Reasonable accommodation is available to all employees and applicants.

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