



CUYAHOGA COUNTY BOARD OF ELECTIONS

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JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Precinct Election Official (PEO)

Pay: \$172.10 per election

PRIMARY FUNCTION:

A Precinct Election Official'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 Voting Location Manager (VLM) of their polling location. A PEO must have the ability to interact with individuals from various backgrounds and learning styles.

RESPONSIBILITIES:

- Perform all activities assigned by the VLM of their polling location
- Assist voters with the Election Process; this includes checking in voters on the Electronic Pollbook, processing Provisional Voters, assisting voters scanning their ballots in the DS200 and more
- Ensure that the assigned precinct is prepared for voting by 6:30 a.m.
- Identify any difficulties or concerns and report them immediately to the VLM
- Assist with the polling location set-up/disassembly of voting equipment
- Assist in closing the polling location
- Interact effectively and work in unison with all Election Day Team Members
- Adhere to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections
- Conduct business in accordance with Federal Election Guidelines and Title 35 of the Ohio Revised Code

PERSONAL CHARACTERISTICS:

- Ability to perform in a professional manner under stress when confronted with tight deadlines
- Demonstrate flexibility, adaptability, dependability, problem-solving skills and an ability to manage multiple tasks simultaneously
- Possess effective and friendly communication skills
- Work in cooperation with all Election Day staff
- Accept management directives in a positive manner
- Demonstrate willingness to do multiple jobs on Election Day depending on the needs of the Polling Location

REQUIREMENTS:

- A registered Cuyahoga County voter
- Attend a training session
- Maintain a professional attitude and appearance
- Lift approximately 35 pounds
- Available to work Election Eve and Election Day
- Must not have a felony conviction

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