



CUYAHOGA COUNTY BOARD OF ELECTIONS

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JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Bilingual Precinct Election Official (PEOST)

Pay: \$172.10

PRIMARY FUNCTION:

A Bilingual 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 of their polling location. A PEOST must have the ability to interact with individuals from various backgrounds and learning styles. A PEOST is also responsible for translating voting instructions and providing assistance to Spanish speaking voters with limited English proficiency.

RESPONSIBILITIES:

- Perform all activities assigned by the Voting Location Manager of the polling location
- Assist voters with the Election Process
- 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
- Job responsibilities could include checking in voters on the Electronic Pollbook, processing Provisional Voters, assisting voters scanning their ballots in the DS200 and more
- Interact effectively and work in unison with all Election Day Team Members
- Perform all other duties assigned or delegated by the VLM or staff of the Board of Elections
- Assist voters who need translation services
- Ensure Spanish language tools are visible in location and accessible to Spanish speaking voters
- 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
- Accept management directives in a positive manner
- Demonstrate willingness to do multiple jobs on Election Day depending on the needs of the Polling Location

ADDITIONAL REQUIREMENTS:

- Speak and read Spanish and English fluently
- Successfully complete both PEO and bilingual training class
- Maintain a professional attitude and appearance
- Lift approximately 35 pounds
- Available to work Election Eve and Election Day

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