



CUYAHOGA COUNTY BOARD OF ELECTIONS

Jeff Hastings
Chairman

Inajo Davis Chappell
Member

Robert S. Frost
Member

David J. Wondolowski
Member

Anthony W. Perlatti
Director

Shantiel H. Soeder
Deputy Director

JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS **Temporary Position**

Job Title: Temporary Ride-Along Clerk **Pay:** \$10 per hour with 4-hour minimum
Reports To: Election Support Manager **Hours:** Various for each date
Division: Election Support **Start Time:** 5 p.m. on Election Day

RESPONSIBILITIES:

- Conducts business in accordance with the 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.
- Rides with Law Enforcement Official to Drop-Off location to help maintain political balance.
- Sign Chain of Custody forms.
- Rides with Law Enforcement Official to Board of Elections Warehouse to deliver election supplies.
- Carries Drop-Off documentation and materials while returning to Board of Election Warehouse.

PERSONAL CHARACTERISTICS:

- Ability to perform in a professional manner under stress
- Willing to work extended hours and accept any assignment given
- Works effectively in cooperation with all election day staff
- Applies excellent interpersonal skills, including effective oral communication skills
- Demonstrates flexibility, adaptability, dependability, problem-solving skills, business acumen and ability to manage multiple tasks simultaneously
- Demonstrates a professional attitude and appearance

MINIMUM EDUCATION, TRAINING, EXPERIENCE:

- Must be either a registered Democrat or Republican.

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