



CUYAHOGA COUNTY BOARD OF ELECTIONS

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JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Voting Location Deputy (VLD)

Pay: \$182.10 per election

PRIMARY 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 serves as the lead worker at the Voter Assistance Table (Provisional Voters) and assumes the main leadership role in the Polling Location in the absence of the Voting Location Manager. The VLD must have the ability to interact with individuals from various backgrounds and learning styles.

RESPONSIBILITIES:

- Assists the VLM with Polling Location operations and manages the location in the absence of the VLM
- Ensure that the assigned location is prepared for voting by 6:30 a.m.
- Stationed at the VAT table and serve as the subject matter expert on Provisional Voter processing
- Serve as the Electronic Pollbook subject matter expert
- Assist with the set-up/disassembly of the ADA ballot station
- Assist with the Polling Location set-up/disassembly of voting equipment
- Report any missing supplies and/or Team Members to the VLM
- Ensures that all PEOs within the location complete the Payroll Card
- Declare the Polling Location closed at the designated time
- Accompanied by the Voting Location Manager, take Election Day supplies for the Polling Location to the assigned drop-off location
- Perform all other duties assigned or delegated by the VLM or staff of the Board of Elections
- Adhere to established laws, policies, rules and regulations set forth by the Secretary of State and the BOE
- 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 directives from the VLM and Board of Elections staff in a positive and constructive manner
- Interact effectively with all Election Day team members

REQUIREMENTS:

- A valid driver's license and personal transportation
- Attend a training session
- Provide a cell phone number and email address
- Maintain a professional attitude and appearance
- Lift approximately 35 pounds
- Available to work Election Eve and Election Day
- A member of one of the two major political parties (Democrat or Republican)
- Must not have a felony conviction

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