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## **JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS**

**Job Title:** Voting Location Deputy (VLD)

**Pay:** \$200 per election

### **PRIMARY FUNCTION:**

The Voting Location Deputy is part of the Polling Location Management Team. Their primary function in conjunction with the Voting Location Manager (VLM), is to ensure that the Election Process is handled in an orderly, professional and lawful manner by providing their Precinct Election Officials with the necessary skills, materials and/or information to successfully conduct the election. The VLD serves as the primary worker at the Voter Assistance Table (Provisional Voters) and assists the VLM as a technical resource to resolve issues and troubleshoot election equipment. The VLD must have the ability to interact with individuals from various backgrounds and learning styles.

### **RESPONSIBILITIES:**

- Oversee all activities within the Polling Location
- 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
- Allocate human resources at the Polling Location to accommodate for absences on Election Day
- Assign duties and breaks to Precinct Election Officials within the location
- Assist with the set-up/disassembly of the ADA ballot station
- Assist with the Polling Location set-up/disassembly of voting equipment
- 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
- Possess strong managerial and leadership skills
- Ability and willingness to delegate responsibilities and be the person in charge of your Polling Location and be a part of the management team
- Accept directives 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