

**JOB OPPORTUNITY
PORTAGE COUNTY, OHIO
BOARD OF ELECTIONS**

JOB TITLE: Programming Clerk (Republican Party)

SALARY: \$22.28/hour (min. 40 hours/week). Overtime hours when required/necessary. The position is eligible for health insurance coverage and OPERS benefits.

JOB TYPE: Full-time, unclassified.

JOB LOCATION: Portage County Administration Building
449 South Meridian Street, Room 101
Ravenna, OH 44266

Function:

The Programming Clerk of the Board of Elections attends to the needs of the public and the Board by providing high-quality services to ensure a seamless and trustworthy voting experience in the election process. Perform all projects, functions, and duties as assigned by the Members of the Board of Elections, Director, and Deputy Director.

Responsibilities:

- Responsible for the accurate and timely data entry of voter registration changes of name and address.
- Program, proof, and prepare election ballots with bi-partisan team member.
- Assist in the preparation, testing, and reconciliation of results of the voting equipment.
- Assist in the reconciliation of votes, recounts, and post-election audit.
- Maintain and update precinct lines, street segments, and house number ranges.
- Ensure all voting equipment is in proper working order and charged regularly.
- Organize election supplies and prepare supply lists for election day supplies.
- Responsible for taking in, reviewing, scanning/filing, auditing, and following up on all campaign finance reports.
- Prepare training materials and manuals for the rovers.
- Assist on election night in the voting room while precinct election officials return their election supplies.
- Prepare the candidate filing book for each election.
- Assist with the accessibility assessments of the polling locations.
- Order office and election supplies.
- Prepare polling location layouts, supplies, delivery truck boxes, and rover kits.
- Assist the public, candidates and elected officials with professionalism and answer election-related questions.
- Prepare reports and create forms as required.
- Assist in the acceptance, processing, and reviewing of the validity and sufficiency of all part petitions.
- Must maintain confidentiality and business integrity.
- Attend continuing education classes as required.

- Follow the records retention schedules as required by the Board and Secretary of State.
- Perform all other duties assigned, delegated or required including those prescribed by law, rule, or Directive.

Essential Job Functions:

- Ability to excel in task management and planning.
- Ability to learn, understand, and utilize the county voting system and voter registration system.
- Ability to learn and understand and adhere to the physical security and cybersecurity guidelines set by the county and the State of Ohio.
- Ability to prepare and carry out project planning and implementation.
- Applies excellent interpersonal skills, which include effective verbal and written communication.
- Manages workflow and meets all deadlines and priorities set by the Directors.
- Meet requirements set by the Secretary of State.
- Demonstrates a continuing willingness to work extended hours to meet deadlines.

Minimum Qualifications:

- Registered to vote and affiliated with the Republican Party.
- Possession of at least a high school diploma or equivalent required. Bachelor's degree is preferred.
- Excellent organizational and planning skills.
- Must be PC literate with a command of the Microsoft Office applications.
- Demonstrates adaptability, flexibility, and dependability.
- Self-motivated and able to work well under pressure.
- Must demonstrate the ability to effectively enter data.
- Demonstrates a professional attitude and appearance.
- Must possess a valid Ohio Driver's License and be able to drive during daylight and evening hours.
- Compliance with all other Portage County employment eligibility requirements.

Election Related Experience and Skills:

- Operation of voting machines used in Portage County and other automated office equipment, including but not limited to copiers, faxes, computers and printers.
- Assistance of any person, without regard to that person's political affiliation, asking for information within the Board's jurisdiction, including public records requests.
- Ability to receive and implement assignments and instructions.
- Must maintain an ongoing understanding of changes in Federal and State Statutory Requirements affecting the election process.

General Experience and Skills:

- Possess effective written and interpersonal communication abilities.
- Strong organizational skills and attention to detail.
- Adaptability and performance under stressful or emergency conditions.
- Comprehension of a variety of informational documents.

- Professionalism and courtesy at all times.

Difficulty of Work

- Work involves moderately complex to complex, standardized tasks, processes and operations following established laws and procedures.

Responsibility

- Supervisor provides general direction in following established practices and clear-cut policies. Incumbent makes general decisions regarding work independently. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

Personal Work Relationships

- Incumbent has contact with co-workers, employees in the department, public and private sector employees, and the general public.

Physical Effort and Work Environment

- Incumbent performs light to medium work which may require lifting up to forty-five (45) pounds occasionally.
- Incumbent performs the following physical activities: stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Incumbent performs work where the seeing job is close to the eyes and on a computer screen.
- The incumbent works primarily inside with minimal exposure to the outdoors and adverse environmental conditions.

Interested parties should submit a cover letter describing how their qualifications meet the requirements for the position, a current resume with three references, and complete the Portage County Employment Application Form. All employment submissions must be received no later than 4:00 p.m. on Wednesday, November 1, 2023, to be considered.

All job offers are made with the understanding that the prospective employee must pass a drug test, criminal background investigation and motor vehicle record check prior to being hired. A proficiency and skills assessment will be part of the interview process. The Portage County Board of Elections is an equal opportunity employer; smoke-free and drug-free workplace.

Correspondence should be directed to the Portage County Board of Elections by one of the following methods:

- Email: portage@ohiosos.gov
- Online through the Portage County Human Resources Application Portal: portagecounty-oh.gov/human-resources/pages/job-opportunities
- Mail: Portage County Board of Elections, 449 S. Meridian St., Room 101, Ravenna, OH 44266