

CAROL MILLER PATRICIA ARMSTRONG CATHY MONEYSMITH PAT HARGIS
CRAWFORD COUNTY BOARD OF ELECTIONS

112 E. MANSFIELD ST., SUITE A
BUCYRUS, OHIO 44820

Telephone: (419) 562-8721
Fax: (419) 562-2235
Email: crawford@ohiosos.gov
Website: crawfordcountyohiooe.gov

MIKKI MARKLEY, Interim Director

CAROL MILLER, Chairman

LEEANN GRAU, Deputy Director

Crawford County Board of Elections has a full time opening for a Democrat Director of Elections.

Applicant must be a resident and elector of Crawford County or willing to relocate within 30 days of employment.

Applicants must have a high school diploma, possess general managerial experience and skills, (election experience preferred), ability to perform in a professional and courteous manner at all times, including under stressful and emergency situations. Must successfully pass a criminal background check.

Overtime will be intensive at times, and will be required during certain periods of the election cycle. Vacation time during an election cycle will be limited.

Interested applicants must submit:

- Crawford County Employment Application
- Form 307, as prescribed by the Secretary of State
- Resume
- Cover Letter - Explaining how the requirements as detailed in the Minimum Qualifications and Job Description of Duties have been met.

All forms and documents are available at the board office, or on our website along with the Evaluation Criteria.

Address:

Crawford County Board of Elections
112 E. Mansfield St., Suite. A
Bucyrus, Ohio 44820.

Website:

crawfordcountyohiooe.gov

Interested applicants are to submit applications by mail, email, or in person by March 7, 2025 by 4:00 p.m.

DIRECTOR & DEPUTY DIRECTOR

1. Minimum Qualifications

a. Education

A candidate for director or deputy director of a board of elections must have a high school diploma or have attained the equivalency of a high school diploma ("GED"). College level education is desired.

b. Election related experience and skills

A candidate for director or deputy director of a board of elections must have a baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including:

- i. Operating voting machines used in the county and other automated office equipment;
- ii. Managing a successful and efficient database;
- iii. Using, understanding and applying election law terminology;
- iv. Knowing the basics of Ohio's "sunshine laws" governing open meetings and public records; and
- v. Receiving and implementing assignments and instructions from board members and the Secretary of State's Office;

c. General managerial experience and skills

A candidate for director or deputy director of a board of elections must, to the satisfaction of a majority of the board, have the experience and capability to manage the day-to-day operations of that county's board of elections (this requirement is scalable to the size and needs of the local operation). To this end, the candidate must possess:

- i. Effective written and interpersonal communication abilities;
- ii. Strong organizational skills and attention to detail;
- iii. Familiarity with relevant state and federal human resources policies and practices;
- iv. Familiarity with the handling of budgets and public appropriation of funds;
- v. Ability to perform duties assigned by the law, the county board of

elections, and/or the Secretary of State;

- vi. Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
- vii. Ability to adapt and to perform in a professional manner under stressful or emergency situations;
- viii. Ability to comprehend a variety of informational documents; and
- ix. Ability to conduct self at all times in a professional and courteous manner.

d. Successful completion of a criminal background check

Director and Deputy Director Job Description of Duties:

- 1) Prepare and conduct all primary, general, and special elections held in the county
- 2) Process, evaluate, and report election results
- 3) Recruit, hire, train and assign precinct election officials, develop training materials
- 4) Supervise the processing of voter records
- 5) Keep a full and true record of the proceedings of the board and all moneys received and expended
- 6) File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections
- 7) Prepare the agenda and minutes of board meetings
- 8) Audit campaign finance reports
- 9) Calculate charge backs to political subdivisions
- 10) Receive and have custody of all books, papers, and property belonging to the board
- 11) Perform such other duties in connection with the office of Deputy Director and the proper conduct of elections as the Secretary of State and board determine
- 12) Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and implement as required by those communications
- 13) Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees
- 14) Develop a proposed annual budget to be submitted to the county commissioners, upon approval of the board of elections, and monitor the board's budget and payroll relative to current year appropriations
- 15) Prepare and submit advertisements
- 16) Prepare and Submit Bills
- 17) Process payroll for office and poll workers
- 18) Enter training hours to Poll worker Pay Program
- 19) Process filed Ballot Issues – review Issues as valid – develop Ballot language – submit it to the state for approval
- 20) Prepare Ballot Layout – candidate order, Ballot order for Election Programming
- 21) Send appropriate Candidates and Issues to overlapping counties for their Ballots
- 22) Report all required Election Reports to the SOS and overlapping counties
- 23) Proof the prepared Ballot
- 24) Post the approved Ballot for 24 hours in office and Courthouse bulletin board
- 25) Notify Dem and Rep chairmen to review Ballot Proof
- 26) Program the Election in VR and in Electionware databases
- 27) Order Absentee Ballots

- 28) Run Paper Absentees on scanner – ahead of Election
- 29) Prepare and Submit Voter Registration Ads
- 30) Prepare Proclamation of Election
- 31) Process Duplicate Voters
- 32) Help process Absentee Ballots as needed
- 33) Obtain Rovers for Election Day and day before - Election set-up
- 34) Obtain Rovers for Logistics and Accuracy Testing, Conduct L&A Testing
- 35) Coordinate set-up at polling locations the day before Election
- 36) Coordinate time to open Absentees – obtain worker
- 37) Get extra workers for Election Night (staff can assist this)
- 38) Prepare instructions for Election Night help
- 39) Report all required Election Reports to the SOS and overlapping counties
- 40) Complete Certificates of Election (with staff assistance) for winning candidates/ issues for Official Count
- 41) Prepare Recount materials if needed
- 42) Prepare required Election Audit Materials
- 43) Prepare Annual Financial Report for the Secretary of State
- 44) Process Voter Registrations – Paper and Online
- 45) Process BMV and STEVE Files from the Portal
- 46) Resolve Secretary of State Audit Report
- 47) Run NCOA and Supplemental Notices per Directive



Questionnaire for Prospective Appointment as a Member, Director, or Deputy Director of the County Board of Elections

County Board of Elections Position of Appointee

Appointee Name, Residence Address, and Other Information

Full Legal Name

Courtesy Title First Middle Last Suffix Street Address City State ZIP Code Home Phone (Numbers and hyphens only) Cell Phone (Numbers and hyphens only) Office Phone (Numbers and hyphens only)

Preferred Name (if different from above)

Alias/Maiden Name Date of Birth (MM/DD/YYYY) Email Address

Previous Address Information

Have you resided at the same address for the past 10 years? If no, please provide the years of residence, city, and state for each previous address in the space below.

Question instructions: Please provide a response for 1-7 below. If you respond yes to any of the following questions, please provide details as requested. Prospective appointees as **members of the board must complete** the education and employment section.

1. Are you currently holding any elected office? If yes, please identify the office.

2. Are you currently holding any appointed office for which you must subsequently be elected? If yes, please identify the office.

3. Have you ever been convicted of a misdemeanor (other than minor misdemeanor traffic offenses) or a felony? If yes, please provide details of the conviction (what, when, where and final disposition).

4. Are there any circumstances which might present a conflict of interest with the administrative duties for you as a member, director or deputy director of the board of elections (see SOS ethics policy)? If yes , please identify.

5. Have you had any employment or interests in contracts with the board of elections within the last 24 months? If yes, please describe.

6. Have you ever been required, as a candidate or campaign treasurer, to file a campaign finance report with any board of elections or the Secretary of State? If yes, please list all campaigns, political parties, political action committees, etc. for which a campaign finance report was filed by you as a candidate or treasurer.

7. Has a campaign in which you were involved as a candidate or treasurer ever been the subject of a referral or complaint to the Ohio Elections Commission? If yes, please explain.

Education (prospective members are required to fill in this information)

In the space below, please provide a brief summary of your educational attainment and achievement. Include relevant scholastic achievements, recognitions, awards, and honors. *Information from the education portion of your resume may be copied and pasted in the space below.*

Employment (prospective members are required to fill in this information)

In the space below, please provide a brief summary of your past and current employment history. *Information from the employment portion of your resume may be copied and pasted in the space below.*

Business Address Information (if applicable, prospective members are required to fill in this information)

Business Name

Occupation

Street Address

State

City

ZIP Code

Phone

Background Check Disclosure, Authorization and Release for Prospective Appointment as a Member, Director, or Deputy Director of a Board of Elections

Section I: Disclosure

This form, which you should read carefully, has been provided to you because the Ohio Secretary of State's office may request investigative reports on you from various public and private reporting agencies. The Ohio Secretary of State's office will use any such report(s) solely for appointment and employment related purposes. Investigative reports may be obtained from a background check vendor and/or public agencies and provided to the Ohio Secretary of State's office. The types of information that may be obtained include but are not limited to: Social Security Number verification, criminal records checks, public court records checks, driving record checks, state tax information, etc. Any such reports are public records under Ohio's public records laws unless specifically exempt from disclosure.

Section II: Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of investigative reports to the Ohio Secretary of State in conjunction with my application for prospective appointment as a Member, Director or Deputy Director of a county board of elections. I also authorize disclosure to the Ohio Secretary of State and/or the background check vendor of information concerning my motor vehicle history and standing, criminal history, state tax information and all other information the Ohio Secretary of State deems pertinent by any individual, corporation or other private or public entity, including without limitation to the following: law enforcement agencies; federal, state and local courts; motor vehicle records agencies; state tax agencies; and other applicable sources. I hereby release and hold the vendor and the Ohio Secretary of State and his employees and appointees harmless from any and all liability with respect to the investigations, verifications, and/or the use of any information relevant to my appointment or employment.

I understand that if I am appointed or hired, my consent will apply throughout the term of my appointment or employment to the extent permitted by law.

This Disclosure, Authorization and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by the Ohio Secretary of State.

I understand that providing any false information or omitting any material information on my resume and/or Questionnaire for Prospective Appointment as a Member, Director or Deputy Director of a County Board of Elections may be sufficient grounds for rejection of the application or termination of the appointment or employment whenever discovered.

Social Security Number

Ohio Driver License/State ID Number

Date Signed (MM/DD/YYYY)

Prospective Appointee Signature (Required)

Instructions for Submission

1. The prospective appointee must sign the completed form.
2. All prospective appointees as members of the board of elections must submit a resume.
3. The **signed and completed form and resume** (member appointees only) must then be transmitted to the Ohio Secretary of State by **email to BoardInfo@OhioSoS.gov**.

Director/Deputy Director Evaluation Criteria

Candidate Name: _____ Date: _____

Reviewer: _____ Total Score: _____

Point Value	<u>Education</u>	Score Received
1 - 5	High School Diploma	
1 - 5	GED	
1 - 10	College Education	
1 - 10	College Graduate Level or Related Field College Degree	
	SUB TOTAL =	

Point Value	<u>Election Related Experience and Skills</u>	Score Received
1 - 5	Experience with operating voting machines in the county and other automated equipment	
1 - 5	Managing a successful and efficient database	
1 - 5	Using, understanding , and applying election law terminology	
1 - 5	Knowing the basics of Ohio's "Sunshine Laws" governing open meetings and public records	
1 - 5	Receiving and implementing assignments and instructions from board members and Secretary of State's Office	
	SUB TOTAL =	

Point Value	<u>General Managerial Experience and Skills</u>	Score Received
1 - 5	Effective writing and interpersonal communication abilities	
1 - 5	Strong organizational skills and attention to detail	
1 - 5	Familiarity with relevant state and federal human resources policies and practices	
1 - 5	Familiarity with the handling of budgets an public appropriation of funds	
1 - 5	Ability to perform duties assigned by the law, the county Board of Elections, and/or the Secretary of State	
1 - 5	Ability to convey of exchange information, including giving and managing assignments or direction to board personnel	
1 - 5	Ability to be adapt and to perform in a professional manner under stressful or emergency situations	
1 - 5	Ability to comprehend a variety of informational documents	
1 - 5	Ability to conduct self at all times in a professional and courteous manner	
	SUB TOTAL =	

Point Value	<u>Job Specific Skills</u>	Score Received
1 - 10	Computer Skills: Word, Excel, Powerpoint, DIMS, SWVRD, Electionware	
1 - 10	Communication/Presentation Skills: Precinct Election Officials Training, Public Speaking, etc	
1 - 10	Office Skills/Equipment: Typing, Filing, Phone, Copier, Binder, Postage Machine, etc.	
	SUB TOTAL =	

TOTAL SCORE: _____