

CRAWFORD COUNTY BOARD OF ELECTIONS

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KIM RUDD, Director

CAROL MILLER, Chairman, Dep. Director

Position: Election Clerk (This position open must be filled by a Republican)

Description: This is a full-time position. An applicant must be a resident and elector of Crawford County. All applicants are subject to a criminal background check.

Appointing Authority: Crawford County Board of Elections

Instructions: Applicants interested in this full-time position are to submit a Crawford County Employment Application, a resume and cover letter explaining how the minimum requirements as detailed in the minimum qualifications and job description have been met.

Interested applicants are encouraged to submit applications by September 3, 2024 by 4:30p.m.

Minimum Qualifications

- A high school diploma or equivalent, college level education is desired.
- Understanding of, experience, and successful and efficient database management, a strong understanding of and ability to use Microsoft Office products (including but not limited to Microsoft, Word, and Excel), various software applications included with Windows operating systems, and the ability to learn new software applications, including but not limited to voter registration, election tabulation and elections management.
- Strong and effective written and verbal communication, time-management, organizational, problem-solving, and customer-service skills.
- Ability to lift elections equipment, storage containers, and other items.
- Ability to exercise good judgement and discretion in handling confidential material and matters.
- Tasks require the ability stand for extended periods of time. Work is light physical effort, which will require some lifting (up to 45 lbs.), carrying, pushing and/or pulling of objects and materials.
- Tasks involve extended periods of time at a keyboard or work station.

Candidate should have ability to:

- Ability to perform duties assigned by law, the Crawford County Board of Elections, and/or the Secretary of State.
- Ability to comprehend a variety of informational documents, election law terminology, and Ohio law concerning elections and government administration, including but not limited to Ohio Revised Code Title 35, Ohio Secretary of State Directives, Advisories, and Memoranda, and assignments and instructions from the Secretary of State's office.
- Familiarity of voting machines used in Crawford County and other automated office equipment.

- Ability to adapt to stressful and emergency situations and events in a professional, calm and thoughtful manner and to conduct self at all times in a professional and courteous manner.
- Ability to work accurately and meet deadlines with frequent interruptions and in a flexible manner, one that allows for changes in assignments and priorities depending upon the timing of the election cycle.

Other Factors

Vacation time during the period in which absentee voting has started until the election has been declared official will be limited. Overtime, at times intensive, will be required during certain periods of the election cycle.

Job Description

1. Assist the public through the use of the telephone, in person, electronic mail, and written correspondence in a professional, friendly, and courteous manner by providing assistance and information concerning board of elections related information, procedures, guidelines, pertinent dates/deadlines, forms, fees, or other issues. Maintain accurate and uniform responses to routine questions, complaints, or requests for service.
2. Operate and utilize general office and election-related equipment, including computers, optical scan machines, accessibility-based election equipment, printers, photocopiers, scanners, fax machines, postage machines, paper folders, and other office or election-related equipment.
3. Operate a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate.
4. Process a variety of election-related documents per Board policy and procedures within the designated time frames.
5. Check completeness and accuracy of petitions; verify the validity of signatures and other information provided by petition signers; assist in other duties related to the certification of candidates and issues to the ballot and make recommendations to the board.
6. Assist in proofing and programming of the ballot.
7. Receive and accept the filing of forms, reports, correspondence, and other election-related documents, including voter registration forms, absentee documents, petitions, correspondence, and resolutions.
8. Assist in the development and updating of the board website.
9. Assist in other areas as needed, which may include verifying and entering absentee information, preparing election supplies for distribution, unpacking election supplies, sorting ballots, preparing for mass mailings, transmitting election data, assembling precinct manuals and instructions, and in the operation of precinct and polling locations.