

# CRAWFORD COUNTY BOARD OF ELECTIONS

## Clerk Position

Crawford County Board of Elections has an opening for a full-time clerical position. Applicant must be a resident and elector of Crawford County or willing to relocate. All applicants are subject to a criminal background check.

Applicants interested in this position are to submit a Crawford County Employment Application and resume to the Crawford County Board of Elections. Applications are available at the Board office, 112 E. Mansfield St., Suite A., Bucyrus, OH. 44820 or at [www.crawfordcountyohioboe.gov](http://www.crawfordcountyohioboe.gov).

Interested applicants are encouraged to submit applications by Monday, December 13, 2021 by 4:30p.m.

### Minimum Qualifications

- A high school diploma or equivalent necessary, college is desired. Election related experience is preferred.
- Strong computer skills and the ability to learn new software applications. IT skills are a plus.
- Strong and effective written and verbal communication, time-management, organizational, problem-solving, and customer-service skills.
- Ability to exercise good judgement and discretion in handling confidential material and matters.
- Work is light physical effort, which will require some lifting (up to 45 lbs.), carrying, pushing and/or pulling of objects and materials.
- Will require some mandatory overtime including occasional Saturdays and Sundays.

### Job Description

1. Interact with the public in a professional, friendly, and courteous manner.
2. Assist in preparing and conducting all primary, special and general elections held in the county.
3. Operate and utilize general office and election-related equipment.
4. Process a variety of election-related documents per Board and Secretary of State's policies and procedures within the designated time frames.
5. Perform other duties as assigned.

Compensation will be commensurate with skills and ability.