

**LEGAL NOTICE  
PORTAGE COUNTY, OHIO  
BOARD OF ELECTIONS**

JOB TITLE: Clerk (Republican Party)

SALARY: \$20.30/hour (min. 40 hours/week);  
Mandatory overtime during election season and at  
other times determined necessary. 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 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:**

- Organize, process, and data enter voter registration forms and information.
- Prepare materials for voter registrars.
- Maintain the official list of voter registrars.
- Prepare notices and agreements for polling locations.
- Receive and audit campaign finance reports.
- Receive petitions, perform initial audit of signature counts, and verify signatures.
- Research voter information for ballot tabulation.
- Analyze and scan information associated with the election canvass.
- Assist the public, candidates, and elected officials with professionalism and answer election-related questions.
- Prepare reports and create forms as required.
- Must maintain confidentiality and business integrity.
- Attend continuing education classes as required.
- Follow the record 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.

**Minimum Qualifications:**

- Voter registration and affiliation with the Republican Party.
- Possession of at least a high school diploma or equivalent required. Bachelor's degree is preferred.
- Must be PC literate with a command of the Microsoft Office applications.
- Ability to work mandatory extended hours to meet deadlines.
- Possess a valid Ohio Driver's license.
- Possess an ability to thrive in a stressful environment with seasonal high workflow.
- 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.

**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.
- Physical capability to lift a minimum of 35 pounds.

Interested parties should submit a cover letter describing how their qualifications meet the requirements for the position, a current resume and three references no later than 4:00 p.m. on February 7, 2020 to be considered.

All job offers are made with the understanding that prospective employees pass a drug test, criminal background investigation, and motor vehicle record check prior to being hired and possess a valid Ohio Driver's License. A proficiency and skills assessment may be given as a part of the interview process.

Correspondence should be directed to:

Director  
Portage County Board of Elections  
449 S. Meridian St., Room 101  
Ravenna, OH 44266

The Portage County Board of Elections is an equal opportunity employer; smoke-free and drug-free workplace.