

**Position:** Election Services Clerk I  
**Location:** Butler County Board of Elections  
1802 Princeton Rd. Suite 600  
**Hours:** 8:30 a.m. to 4:30 p.m., Monday through Friday  
**Status:** Fulltime  
**FLSA:** Non-Exempt  
**Salary:** \$36,616.94

## Job Summary

Reports to and works with Assistant Election Service Administrator and Early Voting Administrator. Must maintain an ongoing understanding of the relevant sections of the Ohio Revised Code as well as Directives, Election Official Manual, Advisories, and Memoranda that the Secretary of State releases, particularly as they relate to Voter Registration and Early Voting. Responsible for accurately and timely processing all voter registration forms, early voting application requests, researching and troubleshooting registration problems, data entry, mailings, answering telephone inquiries and assisting other departments as needed. Maintains all related records and files in accordance with State law and Directives set by the Ohio Secretary of State. Must maintain confidentiality and business integrity and perform all other duties as assigned, by the Director/Deputy Director/Election Services Administrator and/or as prescribed by law.

## Summary of essential job functions

- Scanning, inputting, and auditing Registration Forms
- Maintaining working knowledge of DXI and VRC-records center navigation.
- Effective auditing of Ballots, Cancellations, Duplicate Filings, Petitions, Poll-books and Registration information.
- Processing incoming mail.
- Create absentee voting records by processing Absentee Ballot Applications.
- Issue Absentee ballots and generate correspondence to voters, including problem application letters.
- Prepare Absentee ballots for domestic and international mailing.
- Answer questions from the public related to registration and the absentee voting process via phone, email and in-person.
- Contact, schedule and conduct absentee voting for County Nursing Homes, Jails and Medical Emergencies on Election Day.
- Processing provisional ballots, including entering provisional ballot information, researching provisional voter registration status in the statewide voter registration database, and assisting with recommendations concerning voter eligibility.
- Maintain advanced ability to hand out petitions, take filings, pay-ins and auditing candidate finance reports in Candidate and Ballot Services Department
- Perform duties as directed from the point person in the Early Voting Room.
- Process voters who wish to cast their ballot early and in-person, which includes the opening and closing of Early Voting room; maintaining log numbers of voting units daily; assisting voters; preparing and issuing voting cards, paper ballots, and reissue of ballots as needed.
- Assist with training temporary staff on procedures and best practices.
- Assist other departments as needed

## Minimum Requirements

- A minimum of an Associate's Degree preferred, with demonstrated ability in data entry and /or 2 years of Vocational Training, and/or equivalent data entry related work experience.
- Must be PC literate with knowledge of MS Office applications.
- Must demonstrate the ability to effectively enter data while multitasking.
- Must have a continuous willingness to be cross trained with various departments.

- Must demonstrate the ability to type 45 wpm.
- Excellent interpersonal skills which include effective verbal and written communication.
- Must be able to work extended hours, including evenings and weekends, to meet deadlines.
- Prior Board of Elections experience desired.
- Must pass criminal background check.
- This position is open to applicants with a Democratic Party voting history.

### **Abilities required**

- Manages workflow and meets all deadlines and priorities set by management.
- Willingness to work together with BOE staff and assist when needed.
- Ability to effectively navigate system software for Voter Registration and Early Voting.
- Demonstrates adaptability, flexibility, and dependability.
- Self-motivated and able to work well under pressure.
- Demonstrates professional attitude and appearance.
- Maintain a working knowledge of the election cycle and all election processes.

7/30/2022