

Position: Precinct Election Official Coordinator
Department: Poll Worker Department
Reports to: Operations Manager
Location: Butler County Board of Elections
1802 Princeton Road, Suite 600
Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday
Status: Full Time
FLSA: Non-Exempt
Classification: Unclassified
Annual Salary: \$38,847

Job Summary

Responsible for coordinating registered voters to serve as Precinct Election Officials (PEO). Responsibilities include but not limited to; recruitment, hiring, scheduling training and evaluation, placement, dispatch, removal, and all related data entry. 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. Maintain all related records and files as described above in accordance with Directives set by the Ohio Secretary of State; must maintain confidentiality and business integrity and perform all other duties assigned by the Operations Manager or Directors as needed.

Summary of Essential Job Functions

- Coordinates hiring of Precinct Election Officials (PEO)
- Assigns PEOs to precincts and poll locations
- Schedules PEOs for training class
- Prepares correspondence to PEOs regarding assignments and duties
- Maintains list of substitute PEOs
- Assist in training temporary employees
- Completes post election PEO performance review
- Assist in coordinating annual precinct election official appreciation event
- Working overtime as needed prior to elections and during early voting and PEO training
- Performs other duties as assigned

Minimum Requirements

- High school diploma or equivalent
- Be a registered and active voter of the State of Ohio
- This position is open to applicants with a Republican Party voting history.
- General knowledge of the function and duties of the Butler County Board of Elections
- Ability to work both independently and part of a team
- Ability to conduct self at all times in a professional and courteous manner
- Basic knowledge of general office equipment and computers; specifically experience in Microsoft Office is preferable
- Ability to work extended hours
- Successful completion of a criminal background check

Abilities Required

- Sit for extended periods of time
- Occasional standing, walking, stooping, kneeling or crouching
- Repetitive movement of hands and fingers (typing and/or writing)
- May be required to lift a maximum of 30 lbs.
- Exhibits a professional attitude and appearance
- Maintains a working knowledge of the election cycle and all election processes