

## **Election Services Data Entry/Voter Processing Clerk (Temporary)**

Location: Butler County Board of Elections  
1802 Princeton Rd. Suite 600

Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday  
Please note additional overtime hours expected near  
Election Day

Status: Temporary Employee

Date Start: Tuesday, September 4, 2018  
Date End: Friday, December 7, 2018

Hourly Pay: \$12.50/hour plus overtime pay

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### **Job Summary**

Temporary clerical position with the Butler County Board of Elections to help with data entry and voter processing for the November 6, 2018 General Election. Position will include processing petitions and verifying petition signatures, entering voter registration, processing vote-by-mail applications and returning ballots, and may include processing in-person early voters and voters confined to nursing homes, jails and hospitals.

### **Summary of essential job functions**

- Verifying petition signatures in the voter registration database;
- Scanning, inputting, and auditing any registration forms;
- Processing incoming mail, applying a date stamp and sorting when necessary;
- Entering vote-by-mail ballot applications;
- Preparing vote-by-mail ballots for domestic and international mailing;
- Processing returned vote-by-mail ballots;
- Answering questions from the public related to the registration and vote-by-mail voting process via phone, email and in-person.
- Temporary clerks may also be asked to process in-person early voters, which includes preparing and issuing voting cards, paper ballots and reissue of ballots.
- Temporary clerks may be asked to assist full-time staff with nursing home, hospital and jail visits to assist confined voters with marking their absentee ballots;
- Assist other departments and handle various duties including but not limited to proofing ballots, scanning voted ballots, scanning voter registration, recruiting and placing precinct election officials (poll workers) and preparing election supplies for the polls.

### **Minimum Requirements**

- A minimum of an Associates 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 demonstrate the ability to type 45 wpm.
- Excellent interpersonal skills, including effective verbal and written communication.
- Demonstrates a continuing willingness to work extended hours to meet deadlines.

### **Abilities required**

- Willingness to work together with Board of Elections staff and assist when needed.
- Demonstrates adaptability, flexibility, and dependability.
- Self-motivated and able to work well under pressure.
- Demonstrates professional attitude and appearance.

### **About the Butler County Board of Elections**

The Butler County Board of Elections commits to promoting civic participation and a stronger democracy by ensuring every resident of Butler County, Ohio the right to vote in an election system that is free, fair, open and honest. Embracing Federal and State Laws governing the administration of elections, the Butler County Board of Elections will:

- Maintain an accurate list of citizens who are qualified to vote;
- Encourage every eligible voter to participate effectively;
- Use equipment that reliably clarifies and registers the voter's choice;
- Handle all elections in a transparent and fair way; and
- Operate with equal effectiveness for every citizen of our community.

The Board of Elections will carry out this commitment and accomplish this mission through active and responsible leadership, efficient and effective service delivery, and professional, fiscally conservative, and resourceful management.

### **To Apply:**

Submit a resume with references to [Resume1@butlercountyohio.org](mailto:Resume1@butlercountyohio.org) or mail to Butler County Board of Elections, 1802 Princeton Road, Suite 600, Hamilton, OH 45011. No phone inquiries please.

Application deadline is Tuesday, August 7, 2018.