

POSITION: ELECTION SERVICES CLERK I
LOCATION: 1802 PRINCETON RD. SUITE 600
HOURS: 8:30 A.M. TO 4:30 P.M. MONDAY THROUGH FRIDAY
STATUS: FULLTIME
FLSA: NON-EXEMPT

JOB SUMMARY

Reports to and works with the Assistant Election Services Administrator. Must maintain an ongoing understanding of the relevant sections of the Ohio Revised Code as well as Directives, Advisories, and Memoranda that the Secretary of State releases, particularly regarding registration and early voting. Responsible for accurately and timely processing all voter registration, early voting applications, mailings, answering telephone inquiries, and assisting other departments as needed. Maintains all related records and files in accordance with state law and Secretary of State Directives. Clerk must maintain confidentiality and business integrity and all duties as assigned, by the Director/Deputy Director/Election Services Manager/Early Voting 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 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.
- Process in office early voters, which includes the opening and closing of the Early Vote Center; maintaining log numbers of voting units daily; assisting voters if requested; preparing and issuing voting cards and paper ballots and reissuing ballots as needed.
- 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.
- Maintaining working knowledge of Candidate and Ballot Services.
- Assist with proofing ballots, processing petitions, and auditing candidate finance reports.
- Assist other departments as needed.

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 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, especially during election season.

Abilities required

- Manages workflow and meets all deadlines and priorities set by management.
- Willingness to work together with BOE staff and assist as needed.
- Ability to effectively navigate Voter Registration System Software.
- Demonstrates adaptability, flexibility and dependability.
- Self-motivated and able to work well under pressure.
- Demonstrates professional attitude and appearance.

Other Requirements: Must be a registered Republican to qualify for this vacancy.

Salary: \$33,500 plus Comprehensive benefits and PERS retirement

Submit Resume and Cover Letter with references to:

Diane J. Noonan,
Director
Butler County Board of Elections
1802 Princeton Road, Suite 600
Hamilton, OH 45011

Or by email to: Resume1@butlercountyohio.org

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

Butler County is an Equal Opportunity Employer.