



TRUMBULL COUNTY BOARD OF ELECTIONS

AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	ELECTION SPECIALIST	Department:	Board of Elections
Position Type:	Full-time, at-will 40 hours per week Non-bargaining Unit	Address:	2947 Youngstown Rd., S.E. Warren, Ohio 44484
Contact Information:	330-369-4050	FLSA:	Unclassified, Overtime non-exempt
Objectives			
Participates as a member of the team supporting the election process. Assists in all aspects of the election cycle. As knowledge and skills develop, an individual at this level may begin to assume responsibility for more specialized processes.			
Job Standards			
Must meet and maintain qualifications for driving on county business as a continued condition of employment. All required licenses and certificates must be maintained as a condition of continued employment.			
Job Description			
ESSENTIAL JOB FUNCTIONS: - Recruit, assign and evaluate poll workers - Ensure that election day poll worker jobs are filled according to state law, directives and Board policy - Public outreach and recruiting efforts including but not limited to attending public meeting, media events and presentations - Troubleshoot worker problems and vacancies on election day - Poll worker training including, but not limited to: scheduling of classes, creation of training content (Power Point, manuals, etc.) - Aid warehouse workers with receiving of election day supplies and equipment from poll worker return teams - Aid warehouse workers with checking in and processing of Voting Location Manager and transport media bags on election night - Compute and enter poll worker payroll into system for payment by Trumbull County Auditor - Check in and prepare registration cards for scanning - Scan voter records to Voter Registration Database - Adding, updating and/or reviewing voter registrations. - Checking of local and state petitions to our voter registration. - Review and/or enter provisionally cast ballots. - Answers the phone and assists voters/customers. - Attend staff meetings as well as various training sessions.			



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- Performs typing, word processing and related computer operations.
- Works overtime and outside of typical work schedule/business hours as required.
- Performs all other duties and/or special projects as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions required.

I. JOB REQUIREMENTS

Equipment:

Ability to operate a variety of office equipment such as computer, copier, telephone, iPad, calculator, FAX machine, DVD player, and other equipment necessary to perform duties.

Critical Skills/Expertise:

- Communicate professionally and effectively with fellow employees and voters/customers, physically, orally and in writing;
- Safely operate motor vehicle; maintain Ohio driver license
- Registered and active voter in State of Ohio
- Organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- Deliver excellent customer service, externally and internally;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices;
- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.

II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies and the interrelationship of programs under extremely complex and difficult situations. The position requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

III. RESPONSIBILITY

Keep up with current Directives and laws outlined in the Ohio Secretary of State's Election Official Manual as updated by the Secretary of State.



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IV. PERSONAL WORK RELATIONSHIPS

Contact with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to ask questions, request information and clarify policies and procedures.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified as sedentary and physical, which may require the lifting of up to thirty (30) pounds and pushing/pulling up to one hundred (100) pounds.

Physical Activity: The physical activity of the position could involve walking, standing, manual dexterity, talking, hearing, crouching, listening, reaching, moving equipment and repetitive motion for extended periods of time.

Visual Activity: Individual performs work where objects being viewed are close to the eyes.

Job Location: The minimum work conditions for the position indicate that the individual could be exposed to adverse environmental conditions, including inclement weather.

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