



**WAYNE COUNTY**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**



Office/Agency: <u>Board of Elections</u>	Employee Name: _____
Dept/Div: <u>Board of Elections</u>	Employment Status: <u>Full-Time</u>
Reports To: <u>Director/Deputy Director</u>	Pay: <u>Hourly</u>
Unit Number: _____	Normal Hours: <u>M-F, 8:00am-4:00pm</u>
Class Title: _____	Pos. # of Supv: <u>0</u>
Class Number: _____	
Position Title: <u>Election Specialist</u>	
Position Number: _____	
Civil Service Status: <u>Classified</u>	
FLSA Status: <u>Non-Exempt</u>	

**QUALIFICATIONS**

Completion of secondary education, able to handle confidential voter files, work with temporary election employees, determine compatibility with election rules and laws. Proficient in Microsoft programs, including Word and Excel.

**REQUIREMENTS:**

Adhere to all directives as set forth by the Ohio Secretary of State. Must have or must be able to complete training required by the Secretary of State. Must pass BCI background check and adhere to Wayne County Employee and Board of Elections employee policies.

**EQUIPMENT OPERATED**

Computer including Microsoft programs, voter registration software, voting equipment operating system, printing equipment, calculator, other standard business office equipment, phone system.

**CONSEQUENCE OF ERROR:**

Errors in judgement or failure to achieve results could have a serious consequence and negatively affect the function of the county Board of Elections, produce negative public perceptions, and may include non-compliance with Election law.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee is occasionally exposed to stressful situations; has exposure to chemical compounds commonly found in an office environment (e.g. toner, correction fluid); spends long periods of time working at a computer; periodically lifts or moves office supplies or equipment up to 20 lbs.; periodically attends off-site meetings or trainings.

*This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description and that I understand the contents of the position description. I also understand that if I have a concern regarding my ability to do the essential functions of my job, that I should bring my concerns to my supervisor and/or Appointing Authority.*

\_\_\_\_\_  
(Supervisor Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

# JOB DESCRIPTION AND WORKER CHARACTERISTICS:

## JOB DUTIES

(in order of importance)

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### ESSENTIAL FUNCTIONS OF THE POSITION

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- 30% 1. Carry out instructions in the recruitment, retaining, and training of poll workers
- Administer the maintenance of polling locations
  - Assist the scheduling of training classes and practice sessions
  - Assist poll workers to follow guidelines to administer election day equipment
  - Assist poll workers with procedures to set up and close election day reporting
- Knowledge of:** 100, 101, 102, 103, 104, 105  
**Ability to:** 200, 201, 202, 203, 204  
**Skill in:** 300, 301, 302, 303, 304, 305, 306, 307, 308, 309
- 30% 2. Administer voter registration software and voter equipment software
- Enter and update voter files, administering duplicate voter files
  - Enter and administer UOCAVA (Military & overseas) voters
  - Enter and administer deceased voter files
  - Administer Nursing Home voting, contacting facilities and coordinating absentee voting
  - Research and problem solve to match proper address and voter to voter records
  - Handle all records with confidentiality and security
  - Follow instructions and participate in L & A testing of election equipment
  - Generate reports from voter management system upon request
- Knowledge of:** 100, 101, 102, 103, 104, 105  
**Ability to:** 200, 201, 202, 203, 204  
**Skill in:** 300, 301, 302, 303, 304, 305, 306, 307, 308, 309
- 20% 3. Knowledge of requirements set forth by the Ohio Secretary of State
- Follow BOE requirements to ensure potential candidates receive required materials
  - Follow SOS requirements in completing post-election recounts and audits
  - Follow BOE practices to accept candidate & issue filings
- Knowledge of:** 100, 101, 102, 103, 104, 105  
**Ability to:** 200, 201, 202, 203, 204  
**Skill in:** 300, 301, 302, 303, 304, 305, 306, 307, 308, 309
- 20% 4. Temporary Election Employees
- Determine ability and assist employees to complete office operation needs
  - Assist short term assignments in office environment
- Knowledge of:** 100, 101, 102, 103, 104, 105  
**Ability to:** 200, 201, 202, 203, 204  
**Skill in:** 300, 301, 302, 303, 304, 305, 306, 307, 308, 309

### OTHER IMPORTANT FUNCTIONS OF THE POSITION:

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1. Performs other related duties as required and/or requested.
2. Demonstrate regular and predictable attendance.
3. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**MINIMUM ACCEPTABLE CHARACTERISTICS** (\*indicates developed after employment):

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**Knowledge of:** (101)\* government structure and process; (102)\* department policies and procedures; (103) Ohio Revised Code (recording of legal documents); (104) Recorder filing procedures; (105) office practices and procedures; (106) English grammar and spelling; (107) records management; (108) bookkeeping; (109) data processing techniques and procedures; (110) public relations

**Ability to:** (201) carry out instructions in written, oral or picture form; (202) gather, collate and classify information; (203) deal with problems involving several variables within familiar context; (204) define problems, collect data, establish facts and draw valid conclusions; (205) exercise independent judgment and discretion; (206) understand, interpret and apply laws, rules or regulations to specific situations; (207) calculate fractions, decimals and percentages; (208) prepare accurate documentation; (209) communicate effectively; (210) maintain records according to established procedures; (211) develop and maintain effective working relationships; (212) interpret extensive variety of technical material on documents; (213) use proper research methods to gather data

**Skill in:** (301) computer operation; (302) adding machine or calculator operation; (303) use of modern office equipment; (304) switchboard of telephone console operation; : (305) maintain records according to established procedures; (306) define problems, collect data, establish facts, and draw valid conclusions; (307) exercise independent judgment and discretion; (308) understand, interpret, and apply laws, rules, or regulations to specific situations; (309) develop and maintain effective working relationships.

