



MADISON COUNTY BOARD OF ELECTIONS

Intermittent Clerk Position

Job Title: Intermittent Clerk
Work Hours: Flex Schedule
Location: 1423 S.R. 38 SE, London,
Ohio 43140

Employment Type: Part Time/Non-Exempt/Unclassified
Hours: Less than 1000 hours per year
Office: Madison County Board of Elections
Reports to (Title): BOE Director and Deputy Director

Job Summary: Serves as an intermittent employee to Madison County Board of Elections. This position is responsible for assisting with the process of providing safe, organized and secure elections to the voters of Madison County. Perform all projects, functions, and duties as assigned by the members of the Board of Elections, Director and Deputy Director.

Essential Duties and Responsibilities:

- Review all Board of Elections and Secretary of State's directives, advisories, memorandums, handbooks and materials issues
- Communicate effectively and professionally with coworkers, board members, Secretary of State's office staff, the public, the media, and elected officials
- Answer election related questions and enter and process data including but not limited to absentee voting, campaign finance, candidate and issue filing, election related deadlines, precinct election officials, the petition process, voter registration and respond to all public records requests.
- Takes and prepares the minutes of board meetings
- Operate voting machines, poll pads and automated office equipment including but not limited to copier, fax, computer, scanner and printer, understand and utilize all aspects of the voter registration system, ballot programming software, process absentee requests and voter registrations,
- Assisting with ballot layout and language
- Assist with accurate keeping of financial records as it relates to depositing of funds with County Treasurer and County Auditor
- Prepare special reports, scan and electronically file documents.
- Record and catalog documents into permanent filing cabinets
- Issue correction letters, email and phone calls for absentee applications
- Balance and reconcile signatures in poll books
- Analyze and record information associated with the canvass of elections
- Post voter history accurately and efficiently within the voter registration system software applications necessary for completing such tasks
- Mail certified letters to candidates and Secretary of State's office related to campaign finance
- Assist in recruiting, coordination and training of precinct election officials
- Review and evaluate precinct election official job performance, precinct election official payroll.
- Assist in organizing election supplies, ballots, precinct kits and secure storage, the delivery and pick up of election supplies.
- Assist with audits and recounts
- Processes a variety of work-related directives and clerical tasks

Minimum Qualifications:

- Minimum of high school diploma or equivalent (GED); preferred one to three years related experience and/or training; or equivalent combinations of education and experience.
- Must reside in Madison County
- Must be registered to Vote

- Valid Ohio driver's license and be insurable to drive County vehicles.
- Successfully pass a background check and drug test.

Knowledge, Abilities, and Skills:

- Knowledge and implementation of county and Board of Elections policies. Knowledgeable of Microsoft Word, Excel, Outlook and other related software. Proficient in creating and submitting digital documents and basic website updating.
- Ability to use voter programming. Experience with creating publicity/information using print, digital, website, and social media platforms. Ability to respond to common complaints and inquiries. Effective information dissemination to media. Ability to Perform well in a stressful environment with a seasonally high workload.
- Strong organizational skills with the ability to create a collaborative working environment. Excellent verbal and written communication skills. Strong leadership skills including attention to detail. Excellent problem-solving skills.

Physical Demands:

- Normal physical demands to include climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, grasping, talking, hearing, and use fingering repetitive movements.
- Must be able to lift forty pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Machines/Equipment/Tools Used:

- Local election administration Equipment
- Office tools: printers, telephones, photocopier, etc.

How to Apply:

Qualified applicants may submit a resume and cover letter by e-mail to: recruitment@co.madison.oh.us OR by regular mail to:

Attention: HR - Sabah Al
Madison County Courthouse
P. O. Box 618
1 N Main St
London, Ohio 43140

Madison County is firmly committed to Equal Employment Opportunity (EEO) and prohibits employment discrimination for employees and applicants based on his or her age, race, color, pregnancy, gender, gender identity, sexual orientation, national origin, religion, marital status, citizenship, or because he or she is an individual with a disability, protected veteran or other status protected by federal, state, and local laws.