JOB DESCRIPTION
CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Judge (Election Official) **Stipend**: $172.10
Department: Poll Worker

FUNCTION: The Judge's primary function is to ensure that the Election Process is handled in an orderly, professional, and lawful manner by performing all duties assigned by the Presiding Judge of their Precinct. A Judge must also have the ability to interact with individuals from various backgrounds, as well as those with various learning styles.

RESPONSIBILITIES:

- Performs all activities assigned by the Presiding Judge of their Precinct
- Ensures that the assigned Precinct is prepared for voting by 6:30A.M.
- Assists the voters with the Election Process
- Identifies any difficulties or concerns and reports them immediately to the Presiding Judge
- Assists with the Polling Location Set-up / disassembly of voting equipment
- Assists in closing the Polls
- Attends a four and a half (4.5) hour training session
- Interacts effectively and works in unison with all Election Day Team Members
- Demonstrates strong verbal and communication skills
- Accepts management directives in a positive manner
- Performs all other duties assigned or delegated by the Assistant Manager of the Poll Worker Department
- Adheres to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections
- Conducts business in accordance with Federal Election Guidelines, Title 35 of the Ohio Revised Code

ADDITIONAL REQUIREMENTS:

- Ability to demonstrate excellent organizational and strategic planning skills
- Ability to maintain a professional attitude and appearance
- Ability to manage multiple tasks simultaneously
- Ability to lift approximately 35 pounds
- Ability to work Election Eve and Election Day

Equal Opportunity Employer: Smoke-free and Drug-free Workplace

CUYAHOGA COUNTY
BOARD OF ELECTIONS

Jeff Hastings Chairman | Inajo Davis Chappell | Deborah Sutherland | Eben O. (Sandy) McNair, IV | Jane M. Platten Director | Pat McDonald Deputy Director

POLL WORKER EMPLOYMENT APPLICATION

(Please Print in Ink or Type All Information)

Date: _____

Name: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____ - _____ - _____
(Payroll purposes only)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Cell Phone #: _____

Email Address: _____

Political Party (Please Check One): Democrat _____ Republican _____ Independent _____

Have you ever been convicted of a felony? YES _____ NO _____

Have you been a poll worker before? YES _____ NO _____

Are you a registered voter? YES _____ NO _____

Do you have reliable transportation? YES _____ NO _____

Are you able to lift at least thirty (30) pounds? YES _____ NO _____

Do you speak Spanish fluently? YES _____ NO_____

How did you hear about this opportunity? _____
(i.e. company, website, school, newspaper, friend)

Certificate of Application: I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements or material facts will subject me to disqualification or dismissal.

Signature of Applicant_____Date_____

The Cuyahoga County Board of Elections is an equal opportunity employer.

Board Use Only

Ward/Precinct: _____
Trained: _____
Placed: _____
Initials: _____

Recommended Consolidation: _____