

Clinton County Board of Elections

Election Clerk

Job Summary:

Election Clerk position projects are assigned by the Director or Deputy Director. Work assigned requires self-direction, analytical skills and the ability to meet deadlines with minimum supervision. Computer skills are required. Position is a 40 hour work week, with additional hours required prior and post of an election day. Must follow all Board policies, and serves at the pleasure of the members of the Board of Elections.

Minimum Qualifications:

- High school diploma or the attainment of the equivalency of a high school diploma (GED)
- Effective written and oral communication abilities
- Clerical and data entry experience
- Ability to prioritize assignments and produce high volume, accurate work, and meet project deadlines
- Elections experience preferred

Skills:

- Strong organizational skills and attention to detail
- Ability to be adaptable and to perform in stressful or emergency situations
- Ability to conduct self in a professional and courteous manner
- Computer abilities sufficient to navigate through multiple software applications

Primary Duties:

- Voter Registration – Computer input of new voters, name changes, address changes, confirmations, acknowledgements, cancellations, duplicate processing.
- Poll workers – Recruit and assign poll workers, train poll workers, put training supplies together, pack supplies for poll worker pickup, assist with poll worker supply pickup and return
- Absentee Voters – Provide and processes absentee applications in the office and through the mail, assist voters with absentee voting in the board office; coordinate absentee voting at the nursing homes
- Local Options – Process requests from the Department of Liquor Control; respond to local option questions; provide packets and other appropriate information to local option petitioners.
- Petitions - Provide candidate petitions; file and process returned petitions; check names, addresses and signatures on each part-petition.

Other duties as assigned by the Director or Deputy Director of the Clinton County Board of Elections.

Reports to:

Elections Clerk position reports directly to the Director and Deputy Director.

Salary:

Salary dependent upon experience. Benefits are available for this position. Clinton County Board of Elections is an Equal Opportunity Employer.

Please forward a cover letter and resume to:

La Tisha Kratzer, Deputy Director
Clinton County Board of Elections
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