

JOB POSTING
THE CUYAHOGA COUNTY BOARD OF ELECTIONS

TEMPORARY POSITION

Job Title: Temporary Election Support Drop-Off Captain/Rover
Hourly Rate: \$11.00
Reports To: Election Support Manager
Effective Dates: Nov 7 & 8, 2011
Division: Election Support
Hours: Various for each date.
Positions: Start time Nov 7 is 11:00 AM
Start time Nov 8 is 5:00 AM
Will be required to work late into the evening on Tuesday, Nov 8th

Responsibilities:

Conducts business in accordance with the federal election guidelines, Title 35 of the Ohio Revised Code, the Policies and Procedures of the State of Ohio, and the Cuyahoga County Board of Elections.

- Travels to various polling locations to assess and assist with problems relating to the election process.
- Safeguards sensitive documents and supplies.
- Responsible for general supervision of ballot drop off staff and drop off location ensuring all forms are filled out and vans are sent as directed.
- Performs all other duties assigned, delegated, or required of Election Support Management, including those prescribed by law.
- Must attend all required training classes as defined by management. (PLC and Rover)

Personal Characteristics:

- Ability to perform in a professional manner under stress when confronted with tight deadlines
- Willing to work extended hours
- Works effectively in cooperation with all election day staff
- Applies excellent interpersonal skills, including effective oral communication skills
- Demonstrates flexibility, adaptability, dependability, problem-solving skills, business acumen and ability to manage multiple tasks simultaneously
- Demonstrates a professional attitude and appearance

Minimum Education, Training and Experience:

- High School Diploma or equivalent required; personal vehicle required; must have up-to-date insurance and driver's license. **Voluntary use of personnel cell phone encouraged**, must be able to lift 50 – 70 lbs. continuously; must have the ability to accurately follow verbal and written directions and be observant.
- **Rovers must have their own vehicle with proper insurance.**
- **Fill PLC position if one is absent from polling location if required**
- Drop off Captain/Rovers are not required to live in Cuyahoga County.
- **Drop off Captain/Rover** will report to their assigned Zone Station to receive their assignments on **November 7.**
- **Drop off Captain/Rover** will visit their assigned voting locations throughout the day on the day of the election. They will be responsible for ensuring poll workers have all their supplies and help with setting up of the ADA voting unit, Blue Voting Devices, and Precinct Scanners.
- **Drop off Captain/Rover** will check for compliance with the 100 foot zone of no campaigning at their assigned voting locations.
- **Drop off Captain/Rover** will help poll workers if there is an over-abundance of voters in a particular voting location. Making sure lines are maintained and order is being followed.
- **Drop off Captain/Rover** will report to their assigned Drop-Off location to support the transferring of election supplies being brought by Poll Workers upon completion of the election.