



CUYAHOGA COUNTY BOARD OF ELECTIONS

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Member

Deborah Sutherland
Member

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Director

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JOB DESCRIPTION **CUYAHOGA COUNTY BOARD OF ELECTIONS**

Job Title: Bilingual Poll Worker (Election Official)

Stipend: \$172.10 + \$25.00 for attending bilingual training session

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.

TRANSLATOR FUNCTION: Translate voting instructions and provide assistance to Spanish speaking voters with limited English proficiency.

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
- Assists voters who need translation services.
- Ensures Spanish language tools are visible in location and accessible to Spanish speaking voters.
- 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 speak Spanish and English fluently
- Ability to successfully complete poll worker training and bilingual poll worker training
- 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