CUYAHOGA COUNTY BOARD OF ELECTIONS

JOB POSTING
THE CUYAHOGA COUNTY BOARD OF ELECTIONS

TEMPORARY POSITION

Job Title: Scanner Operator
Reports To: Ballot Count Assistant Manager
Department: Ballot Systems
Effective Dates: Various dates between February 23 and March 23, 2012
Hourly Rate: $10.00
Hours: Normally 8:30 to 4:30 with overtime hours required as needed

Function:

Performs tasks relative to the preparation, counting and canvassing of the ballots in accordance with Title 35 of the Ohio Revised Code. Serves as part of a work team processing vote-by-mail ballots through a high-speed scanner.

Responsibilities:

The scanner operator is paired with another employee and serve as a work team responsible for scanning vote-by-mail ballots. Each team consists of an input operator and output operator who must stand next to a high-speed scanner for the majority of the workday. Together they are responsible for loading vote-by-mail ballots into a high-speed scanner and collecting the scanned ballots and placing them into location specific files. The scanner operator must monitor the high-speed scanner for jamming and any other equipment issues. This position also requires individuals to assist with the preparation of equipment and materials to be scanned and the subsequent storage of the scanned materials. The scanner operator is also required to perform all other duties assigned, delegated or required of management as well as those prescribed by law.

Personal Characteristics:

- Ability to perform in a professional manner under maximum levels of stress when confronted with an issue or tight deadline;
- Willing to work extended hours;
- Demonstrates excellent organizational skills and attention to detail;
- Applies excellent interpersonal skills which include effective verbal communication and the ability to work well with others;
- Demonstrates flexibility, adaptability, problem solving skills, and ability to multi task;
- Demonstrates a professional attitude and appearance.

Minimum Education, Training and Experience:

High School Diploma or equivalent required and must be a registered voter; must be detail oriented; must be able to lift 30 lbs and stand for extended periods of time; demonstrates exceptional proofreading skills.

Application Procedure:

Complete an online application at the Board of Elections website, www.boe.cuyahogacounty.us, under the Job Opportunities button.

All applications must arrive no later than 2:00 p.m. Monday, February 13, 2012.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

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