

# TEMPORARY WORKERS NEEDED

November 3, 2015 GENERAL ELECTION



CUYAHOGA COUNTY  
BOARD OF ELECTIONS

## 5 to 8 Week Positions

### Recruiter/Telephone Operator:

Answer agency phone calls related to absentee voting and/or Poll Worker recruitment; utilize electronic voter registration database; perform data entry operations.

### Nursing Home Clerk:

Travel to assisted living locations to facilitate the voting process for residents; must have personal daily transportation available.

### Election Support Clerk:

Prepare and package Election Day materials for shipment; conduct tests of Election Day voting machines. Must be able to stand for extended periods of time and repeatedly lift over 50 pounds.

**In-House Voting Clerk:** Open and sort mail related to absentee voting; assist voters with early in-house absentee voting; perform data entry operations.

**Ballot Clerk:** Proof precinct specific ballots; conduct tests of Election Day voting machines; scan absentee ballots.



## 10 to 14 Day Positions



**Scanner Operator:** Perform duties relative to scanning absentee ballots; proof election results. Must be able to stand for extended periods of time.

**Election Processing Clerk:** Open, sort, and prepare absentee ballots for scanning and tabulation.

## Election Day Positions

**Election Night Runner:** Works 7 p.m. until completion of duties. Load carts with Election Day supplies and ballot boxes; transport materials through various Election Night tasks. Must be able to stand for extended periods of time.

**All temporary workers earn \$10 per hour**

### Job Requirements:

- Must be a registered voter
- Must possess a High School Diploma
- Must be available Monday-Friday from 8:30 a.m. to 4:30 p.m. and may be required to work additional hours and weekends.

**Apply on-line at:**

**[www.443vote.com](http://www.443vote.com)**

Click the "Employment" tab then the "Click Here" button. Review available positions and create your employment profile to apply for all open positions.

If you have questions you may call the Department of Human Resources at 216-443-3200



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[www.boe.cuyahogacounty.us](http://www.boe.cuyahogacounty.us)