

Warren County Board of Elections
Elections Administrator

JOB DESCRIPTION: The clerk is an optional position and serves at the pleasure of the Board. Clerks must be able to operate automated office equipment, including but not limited to copiers, faxes, computers, and printers, as well as voting equipment. At times, a significant amount of lifting and use of ladders is required. The clerk must be able to perform some physical labor when handling election equipment and supplies. Equipment may vary in weight ranging from 20 to 48 pounds.

QUALIFICATIONS: Excellent communication skills, computer proficiency, and organizational ability are required. This is a political position; this office must be staffed by both Democrats and Republicans. Currently the job opening is for a registered Democrat.

- Assists with day to day tasks involving voter registration, issuing and accepting petitions, processing mail, answering phones and other election related duties as assigned by the Directors and Board and to assist the public, candidates, and elected officials with an acceptable level of professionalism.
- Processes voter registration documents such as new voter registrations, change of address/name, cancellations, and felon reports. Also, Including but not limited to processing of acknowledgement cards, confirmation cards and other notices as required by the National Voter Registration Act of 1993 or the Help America Vote Act of 2001. Also, completes the Quarterly JFS voter report online.
- Processes electronic information from the Ohio Secretary of State such as online registrations and change of addresses, BMV data, STEVE data and Ohio Department of Health death reports.
- Communicates with other county Boards of Elections regarding duplicate voters and processing duplicates through the state wide Voter Query system.
- Receives and preserves all property belonging to the Board, including all books, papers, monies, records and reports. The Clerk, with the Deputy Director and Director, is responsible for the safety and security of all records and property of the Board, including ballots and other permanent records.
- Assists with entering and processing absentee ballot requests and is responsible for applying proper procedures to ensure that processing is done under dual control (bi-partisan). Responsible for making sure those applications are processed in a timely and accurate manner. Tracks applications that cannot be processed and sends letters for necessary corrections.
- Assists with organizing elections supplies, ballots, precinct kits, etc.
- Assists with secure storage, delivery and pick up of election supplies by election officials.
- Accepts and checks petitions for validity and sufficiency and issues receipts. The Clerk is responsible for notifying the Director and Deputy Director of any issues or concerns regarding documents so that corrective action may be addressed in a timely manner.
- Must be able to assist and do research to help respond to inquiries and questions regarding election matters in a timely manner that are presented by the public and candidates whether by phone or by written or email correspondence.
- Ability to travel throughout the county for the purpose of assisting voters at the county jail, nursing homes or hospitals with absentee voting.

- Contacts nursing home activity directors regarding resident registration and voting scheduling. Prepares all supplies and issues ballots for nursing home voting by seasonal staff.
- Processes voted provisional ballot envelopes after Election Day. Contacts other county Boards of Elections and categorizes all provisional voted ballots.
- Assists in auditing and sending notifications for Campaign Finance Reports to candidates and campaign committees that are required to file in Warren County.
- Assists in receiving ballot issues and resolutions.
- Attends staff meetings and reviews all Directives, Advisories, Memorandums and materials issued by the Board and Secretary of State and must be able to interpret and apply information correctly.
- Assists Director and Deputy Director with ballot proofing, official count and recounts.
- Assists in retention and disposal of records such as documenting and relocating prior year files to long term storage areas and shredding records in a timely manner.
- Assists in the election preparedness tasks such as Logic and Accuracy testing and preparing absentee voting packets.
- Attend state, regional, and local meetings, trainings, and conferences as approved by the Board
- Performs other duties as instructed by the Director or the Board.

ATTRIBUTES: The Clerk must have good interpersonal skills and be able to communicate effectively and professionally, in order to exchange information, including receiving assignments and instructions from the Director, the Deputy Director, the Board, and the Secretary of State. The clerk must be flexible in his or her work schedule and be must available to work extended hours during elections. Appropriate range of pay will be determined by periodically evaluating the employee's ability to complete required tasks, and the amount of training and supervision that is required to help that employee complete work assignments.