

Job Description

Part-Time Election Support

Vault Worker



General Job Summary

Part-time Election Support - Vault Worker will serve during the period surrounding elections, beginning from 4-6 weeks before an election to 1-2 weeks after, primarily working in our secured vault area with other duties assigned as necessary. This position works individually or as part of a team under the direct supervision of the Director and Deputy Director, and may also follow instruction from other full-time staff members. The office is staffed in a bi-partisan manner, with an equal number of Democrats and Republicans generally assigned to any particular work area.

Essential Functions

- Inspect, prepare, and stage voting supplies and equipment before each elections
- Inspect, secure, and store voting supplies and equipment after each election
- Maintain voting equipment
- Move voting supplies from one location to another within or outside of the vault
- Assist with logic and accuracy testing of voting equipment
- Operate an elevator lift for moving equipment from one storage level to another
- Maintain, retrieve, and move election-related documents

Minimum Job Requirements

- Democratic Party affiliation
- A high school diploma or equivalent
- A valid driver's license and independent transportation
- Ability to perform under strict deadlines
- Ability to follow complex instructions
- Organizational, time management, and problem-solving skills
- Strong communication and interpersonal skills
- Ability to work well independently and/or as part of a large or small team
- Ability to lift, with assistance, election supplies and equipment, storage containers, and other items not to exceed 45 pounds
- Good judgment and discretion in handling confidential matters and materials
- Ability to stand or sit for extended periods
- Ability to reach overhead, climb short stools or step ladders, and lift, push, pull, or otherwise maneuver large and/or moderately heavy objects
- Ability to climb stairs

Required Licenses and/or Certificates

A current valid Ohio Motor Vehicle Operator License, safe and reliable personal vehicle available for county business use, and personal vehicle insurance in the amount of \$100,000/\$300,000.

AN EQUAL OPPORTUNITY ADA/COMPLIANCE EMPLOYER

Job Type: Part-time

Salary: \$9.50 /hour