

## **Clermont County Board of Elections**

### **Job Vacancy: Deputy Director (Democratic Position)**

The Clermont County Board of Elections is accepting Applications from Democrats who are registered to vote and who live in Clermont County or are willing to relocate to Clermont County, within 30 days of hire, for the position of Deputy Director. Applicants must have a High School Diploma or the equivalent of a GED, although 2 years college preferred along with 2 years administrative experience. The Deputy Director is a full time position working in conjunction with the Director. The position is to fill a vacancy effective January 1, 2018, and will be reappointed effective March 1, 2019 for the regular 2 year appointed term. This position will require interim training and a probationary period starting approximately September 25, 2017 (serving as the Deputy Director Trainee) before assuming the duties and title of Deputy Director on January 1, 2018.

**This is a professional position and requires prior supervisory and managerial experience as well as technical computer skills.**

The Deputy Director must assist the Director in performing and supervising the following minimum duties:

- (1) Prepare and conduct all primary, general, and special elections held in the County;

(2) Supervise, manage and instruct Board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of Board employees;

(3) Develop and prepare training program for precinct election officials (aka poll workers) along with developing recruiting methods for precinct election officials

(4) Should have advanced computer skills and knowledge in order to be able to assist in the programming, operation, training and implementation of election equipment at the Board Office and Polling Locations

(5) Will be required to be proficient in various computer software applications used in the elections process which includes the Voter Registration Data Base, Budgeting Software, Precinct Election Official Data Management

(6) Supervise the processing of voter records;

(7) Keep a full and true record of the proceedings of the Board of Elections and all moneys received and expended by the Board;

(8) File and preserve in the Board office all orders, records, and reports pertaining to the administration of voter registrations and elections;

(9) Prepare the minutes of Board meetings;

(10) Audit campaign finance reports;

(11) Calculate charge backs to political subdivisions;

(12) Receive and have custody of all books, papers, and property belonging to the Board;

(13) Perform such other duties in connection with the office and the proper conduct of elections as the Secretary of State and Board determine;

(14) Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications;

(15) Develop a proposed annual budget to be submitted to the County Commissioners, upon approval by the Board of Elections, and monitor the Board's budget and payroll relative to current year appropriations.

The Deputy Director must be fully committed to conducting free and fair elections in Clermont County in full compliance with the law and be able to work irregular and occasionally long hours during the election cycle, **including weekends and evenings, as needed to perform the duties of the Board in compliance with all applicable laws.**

By law, the position must be filled by a Democrat. However, that person must be able to work with Republicans and representatives of other parties and groups. The person hired to fill the position will serve at the pleasure of the Board of Elections.

**Salary: Initial compensation will be in the high \$50,000 range.**

Benefits Included:

- (1) Health Care Benefits after 60 days (beginning first of month)
- (2) PERS Retirement Benefits
- (3) Paid Vacation and Sick Leave as provided by law
- (4) Good working environment. Clermont County provides a smoke-free and drug-free workplace.

Additional Requirement:

- (1) Successful applicant must provide a Criminal Background Check submitted through the Clermont County Sheriff's Office to the satisfaction of the Board
- (2) Must successfully complete the Probationary Period

**All interested persons must submit a resume to the Clermont County Board of Elections, attention Judy Miller, Director, 76 S. Riverside, Batavia, Ohio 45103 or email to: [JMiller@ClermontCountyOhio.gov](mailto:JMiller@ClermontCountyOhio.gov).**

**The deadline to submit resume is: September 15, 2017**

*The Clermont County Board of Elections is an equal opportunity employer.*