

# CLERMONT COUNTY BOARD OF ELECTIONS

## Full-Time Office Clerk Position Available (Republican)

**Job Duties:** Required to perform the regular duties of a Board of Elections, including:

- Responsible for campaign finance notifications and auditing committee reports
- Responsible for review and ballot language preparation of tax levies and issues
- Responsible for setting up the early voting area and training part-time staff there
- Responds to public records and manages records retention per SOS directives
- Assist other clerks with voter registration and absentee mail voting
- Assist with petition checking and processing
- Assist with preparation of election equipment and supplies
- Assist with ballot reconciliation, audits, recounts and other election duties

**Minimum Qualifications:**

- Must be affiliated with the Republican Party
- Must have good math skills and be able to balance accounts for campaign finance
- Must have experience in Windows-based computer environment and be able to type accurately with attention to detail. Requires advanced knowledge of Microsoft Office software with proficiency in Word and Excel.
- Must have the ability to perform complex and specialized clerical support work, read and understand instructions.
- High School Diploma or GED, plus 1 year performing specialized clerical support with public contact or 2 years of college or advanced related technical training.
- Must have a positive attitude with a good work ethic.
- Must be able to work well with the public as well as in a team environment.
- Must have good communication and telephone skills to work with voters, candidates and the general public who come into the office or call on the phone.
- Must be neat, clean and present self in a professional manner
- Ideal candidate will have experience with political campaigns and/or elections, experience with budgeting or finance, and familiarity with public records laws.

**Benefits:**

- Salary is dependent upon qualifications
- Good working environment. Clermont County provides a drug-free workplace
- Benefits include paid vacation, sick days, health, dental, vision and disability insurance after 90 days of full-time employment, deferred compensation plan and participation in the Ohio Public Employees Retirement System

**Requirements:**

- Successful applicant is required to provide a Criminal Background Check.
- 180-day probationary period

The deadline to submit a resume and letter of interest is 4:00 pm on Monday, May 6, 2024. Please submit to: Clermont County Board of Elections, 76 S. Riverside Drive, Ohio 45103 or [cwilson@vote.clermontcountyohio.gov](mailto:cwilson@vote.clermontcountyohio.gov) .