



Jackson County  
**BOARD**  
of Elections

## Jackson County Board of Elections ELECTION ADMINISTRATOR POSITION

Submit the following by mail to: Jackson County Board of Elections, 25 E. South St. Suite B, Jackson, OH 45640, or by email to [jackson@ohiosos.gov](mailto:jackson@ohiosos.gov).

- letter of interest explaining how the minimum requirements as detailed in this job description have been met,
- resume, and
- completed Form 307

A detailed application packet/job description can be obtained at the Board Office or via email at [jackson@ohiosos.gov](mailto:jackson@ohiosos.gov). Excellent salary and benefit package applies to this position. The Jackson County Board of Elections is an equal opportunity employer. The Board reserves the right to reject any and all resumes and applications.

### **Job Objective and General Nature and Level of the Job:**

To serve as Election Administrator of the Jackson County Board of Elections, in the administration of fair, honest and accurate elections. The Election Administrator works directly with the Director and is responsible for supervising, directing, and conducting all elections held throughout Jackson County: oversees all operations involved in the election process in accordance with Title 35 of the Ohio Revised Code; and shall be responsible for the following as outlined in Secretary of State Directive 2022-06.

### **Essential Function of the Job:**

In addition to consistent and reliable attendance, the following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist, prepare and conduct primary, general, and special elections held in the county;
- Process, evaluate, and report election results;
- Recruit and train precinct election officials;
- Supervise the processing of voter records;
- Keep a full and true record of the proceedings of the board and all moneys received and expended;
- Organize the board office; records, and reports pertaining to the administration of voter registrations and elections;
- Prepare the minutes of board meetings;
- Audit campaign finance reports with the Director/Deputy Director
- Calculate charge backs to political subdivisions;
- Store all books, papers, and property belonging to the board at the direction of the Director and/or Deputy Director.
- Perform such other duties in connection with the office of director and the proper conduct of elections as the Secretary of State and board determine;
- Review all Directives, Advisories, Memoranda, correspondence, and materials issued by the Secretary of State and take action as required by those communications with the Director and Deputy Director.
- Assist the Director or Deputy Director in preparing a proposed annual budget to be submitted to the county commissioners, upon approval of the board of elections, and monitor the board's budget and payroll relative to current year appropriations.

**Other Factors:** Board employees will be required to *work extended hours over and above the normal business hours; at times extensive hours are required based on the Mandatory Office Hours set forth by the Secretary of State's Office during absentee voting, and extended hours are required outside of the absentee period to complete the election cycle. Board employees will be limited in the amount of vacation time used during the period in which UOCAVA and early/absentee voting has started until the election has been declared official and any recount*

**or post-election audit has been completed.** This may or may not apply to all elections held in a calendar year.

**Minimum Qualifications:**

- A high school diploma or equivalency of a high school diploma (GED); college level education is highly preferred, and specialized training and/or certification in the various aspects of election administration is to be most favored in evaluating the educational background of applicants;
- Successful applicants must be a registered Democrat or a Non-Affiliated Registered voter, must be a Jackson County resident/elector (voter) within 30 days of employment, must possess a valid Ohio driver's license and pass a statewide criminal background check;
- Understanding of and experience preferred in database management, a strong understanding of and ability to use most Microsoft Office products (**including but not limited to Microsoft Word and Excel**), various software applications included with Windows operating systems, and the ability to learn new software applications, including but not limited to voter registration and election management programs, use of computers, optical scan machines, accessibility-based election equipment, printers, copiers, scanners, and other office or election-related equipment. Strong computer skills are critical for this position.
- Prior experience and proven capability to assist, manage and take responsibility when needed on the day-to-day operations of any organization is preferred.
- Ability to comprehend a variety of informational documents, election law terminology, and Ohio law concerning elections and government administration, including but not limited to Ohio Revised Code Title 35, Ohio "Sunshine Laws" (Ohio Public Records and Open Meetings Act), Ohio Secretary of State Directives, Advisories, and Memoranda, and assignments and instructions from Board Members and the Secretary of State's Office;
- Familiarity of voting machines used in Jackson County and other automated office equipment;
- Ability to get along with others and to convey or exchange information and manage assigned duties of staff;
- Ability to adapt to stressful and emergency situations and events and conduct self in a professional, calm and thoughtful manner;
- Strong and effective written and verbal communication, attention to detail, time-management, organizational, problem-solving, and customer service skills;
- Familiarity with preparing budgets and public appropriation of funds is preferred not a requirement.
- Ability to work accurately and meet deadlines with frequent interruptions and in a flexible manner, and that allows for changes in assignments and priorities depending upon the timing of the election cycle;
- Ability to lift election equipment, storage containers, and other items approximately 50 pounds;
- Ability to exercise good judgement and discretion in handling confidential materials and matters.
- Ability to work 40 full hours per week and **more hours as needed to during election cycles.**

**Physical Requirements:** Daily tasks require the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and or pulling of objects and materials of light weight (5-10 pounds) and on occasion moderately heavy weight (voting machines of approximately 50 pounds). Tasks may involve extended periods at a keyboard or workstation, or standing for several hours at a time.