



Board of Elections Senior Election Official

Fairfield County Board of Elections (“Board”) is seeking a full time (40 hours per week with extended hours during election time) Senior Election Official, that is a registered **Republican** voter. Duties associated with the position include but are not limited to securing contracts for polling location rental, recruitment and training of pollworkers, drivers and rovers, scheduling and conducting inspections of polling locations to ensure they meet ADA compliance and ensuring all polling locations are fully staffed on Election Day. Voter outreach programs and record retention will also be a focus of this position as well as maintaining all pollworker and polling place records, compliance with retention schedules, requests, related correspondence, ordering/monitor inventory of polling place supplies. This position requires public speaking, strong written and verbal communication skills, organizational skills, data entry and the ability to perform some physical labor when handling election equipment and supplies, cross-training in all areas of elections will be conducted. Knowledge of Election processes is a plus. The ability to provide excellent customer service to both internal and external customers is required. The ideal candidate would be a self-starter with strong problem-solving, organizational skills and an eye for detail. The candidate must also exhibit a professional demeanor at all times.

The mission of Fairfield County and the Board is to ensure high quality services at an exceptional value to taxpayers. Successful candidates will further the mission of Fairfield County and the Board by providing exemplary service to the public. The successful candidate must adhere to Board, County and Ohio Secretary of State Policies and procedures.

Candidates for this position should possess a High School Diploma or equivalent, Associates or Bachelor Degree is preferable.

Salary range is \$30,000- \$35,000, dependent upon qualifications and experience.

Applicants should go to <http://mss.co.fairfield.oh.us/AT/> and complete an online application and attach a cover letter and resume by **Tuesday, July 18, 2017**.