

**HENRY COUNTY, OHIO
BOARD OF ELECTIONS**

JOB TITLE: Part Time/Seasonal Office Clerk (Democrat or No Party Affiliation)
Typically 15 hours per week (additional hours as necessary during Election)

JOB LOCATION: Henry Board of Elections
1827 Oakwood Avenue
Napoleon, Ohio 43545

The Office Clerk provides high-quality service to Henry County voters and performs duties as assigned by the Board of Elections, Director, and Deputy Director. The position is eligible for OPERS benefits.

Responsibilities:

- Process voter registrations from paper and electronic sources
- Receive petitions and perform initial audit of signature counts
- Assist the public, candidates, and elected officials with professionalism
- Process absentee ballot applications for vote by mail
- Assist with performance of Logic & Accuracy testing of voting equipment
- Maintains confidentiality and business integrity
- Perform all other duties required including, but not limited to, those prescribed by law, rule, or Directive

Minimum Qualifications:

- Possession of at least a high school diploma or equivalent required
- Must have a command of the Microsoft Office applications
- Ability and willingness to work extended hours to meet deadlines
- Possess a valid Ohio Driver's license
- Ability to thrive in a demanding environment with seasonal high workflow
- Compliance with all other Henry County employment eligibility requirements

Experience and Skills:

- Ability to assist persons of all political affiliations in a professional manner
- Ability to receive instructions and complete assignments under demanding conditions
- Possess effective written and interpersonal communication abilities
- Strong organizational skills and attention to detail
- Physical capability to lift up to 35 pounds

Prospective employees will be subject to a criminal background check prior to being hired and must be a Henry County registered Democrat/No Party voter.

Interested parties should submit the attached application no later than **September 13, 2019** to be considered.

Email documents to: boardofelections@henrycountyohio.com
Mail/drop-off documents to: Henry County Board of Elections
1827 Oakwood Avenue
Napoleon, Ohio 43545

The Henry County Board of Elections is an equal opportunity employer.



Henry County Board of Elections

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____