

Auglaize County Board of Elections

Elections Specialist – Full-Time

Position Title: Elections Specialist

Department: Board of Elections

Employment Status: Full-Time

FLSA Status: Non-Exempt

Civil Service Status: Unclassified

Reports To: Director / Deputy Director of Elections

Work Schedule: Weekdays with extended hours, evenings, and weekends required during each election cycle

Position Summary

Under the general supervision of the Director and Deputy Director of Elections, the Elections Specialist performs a wide range of clerical, technical, and customer service duties essential to the accurate and lawful conduct of elections. This position supports voter registration, absentee and early voting, election material preparation, campaign finance processing, poll worker recruitment and training, inventory and equipment management, and public service functions while ensuring compliance with the Ohio Revised Code and Secretary of State directive, and Auglaize County Board of Elections policies and procedures.

Essential Duties and Responsibilities

- Process voter registration applications, updates, cancellations, and confirmations.
- Maintain and verify voter registration records and resolve discrepancies or duplicate records.
- Process absentee ballot applications and ballots, including military and overseas voters.
- Assist with in-person early voting operations, including opening and closing voting areas, issuing ballots and voting cards, assisting voters, and maintaining required logs.
- Prepare, proof, assemble, and distribute election materials, ballots, and precinct supply kits.
- Assist with processing provisional ballots, including data entry, voter eligibility research, and preparation of documentation for Board review.
- Assist with special voting operations, including nursing homes, jails, and emergency absentee voting as required by law.
- Assist with poll worker recruitment, scheduling, training preparation, and election-day support.
- Maintain inventory of election supplies, voting equipment, and materials; track issuance and return of equipment.
- Receive and process candidate filings and campaign finance reports.
- Provide professional, courteous customer service to voters, candidates, officials, and the public.
- Respond to public records requests in compliance with Ohio law.
- Process incoming election-related mail and correspondence.
- Maintain election records according to state-mandated retention schedules.
- Assist with Election Day operations, canvassing, and post-election activities.

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Work Schedule & Election Cycle Expectations

Standard hours are weekdays during non-election periods. Extended hours, including evenings and weekends, are required during each election cycle, particularly before, during, and after elections. Occasional travel is required to attend training sessions and annual professional conferences.

Minimum Qualifications

- High school diploma or GED required.
- Six (6) months of clerical, administrative, or election-related experience, or equivalent combination of education and experience.
- Proficiency with Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Experience with election-related software or databases is a bonus but not required.
- Must be unaffiliated or affiliated with the Republican Party in accordance with Ohio law governing bipartisan election administration.
- Successfully complete criminal background check

Knowledge, Skills, and Abilities

- Knowledge of office practices, records management, and data entry.
- Ability to learn and utilize statewide voter registration and election management systems.
- Ability to maintain confidentiality of sensitive voter and election information.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet statutory deadlines.
- Ability to provide professional, customer-focused service to the public and maintain neutral, non-partisan interactions.

Physical Demands & Work Environment

Primarily office-based work with periodic lifting, carrying, pushing, or pulling of election materials and supplies (up to approximately 40 pounds). Includes periods of standing, walking, and repetitive hand motions. Regular interaction with the public, including individuals who may be stressed during election periods.

Benefits and Retirement

This position is eligible for participation in the Ohio Public Employees Retirement System (OPERS) and includes eligibility for county-provided insurance benefits, vacation leave, and sick leave in accordance with applicable county policies and Auglaize County Board of Elections policies.

Disclaimer

This job description is not intended to be all-inclusive. The Board of Elections reserves the right to assign additional duties as necessary to meet operational and statutory requirements.