



Jon Husted Ohio Secretary of State

180 East Broad Street, 16th Floor
Columbus, Ohio 43215
Tel: (877) 767-6446 Fax: (614) 644-0649
www.OhioSecretaryofState.gov

DIRECTIVE 2012-23

June 13, 2012

To: All County Boards OF Elections

Re: Minimum Qualifications for Directors and Deputy Directors

SUMMARY

This Directive establishes minimum qualifications for Directors and Deputy Directors of boards of elections and processes for county boards of elections to follow regardless of whether the appointment is made for a full term at reorganization or at a later date to fill an unexpired term.

If the application of these minimum qualifications would result in the demotion or dismissal of a Director or Deputy Director who is employed by the board at the time this Directive is issued, these minimum qualifications shall be used as a basis for requiring the Director or Deputy Director to obtain at the expense of the board, education and training in the areas needing improvement for the Director or Deputy Director to attain these minimum qualifications.

This Directive supersedes Directives 2007-01 and 2010-02, which are rescinded.

INSTRUCTIONS

Minimum Qualifications

A. Education

A candidate for Director or Deputy Director of a board of elections must have a high school diploma or have attained the equivalency of a high school diploma (GED). College level education is desired.

B. Election related experience and skills

A candidate for Director or Deputy Director of a board of elections must have a baseline understanding of the rules, processes, procedures, and equipment used in local election administration, including:

- Operating voting machines used in the county and other automated office equipment;
- Managing a successful and efficient database ;
- Using, understanding and applying election law terminology;
- Knowing the basics of Ohio's "sunshine laws" governing open meetings and public records; and

- Receiving and implementing assignments and instructions from board members and Secretary of State's office;

C. General managerial experience and skills

A candidate for Director or Deputy Director of a board of elections must, to the satisfaction of a majority of the board, have the experience and capability to manage the day-to-day operations of that county's board of election (this requirement is scalable to the size and needs of the local operation). To this end, the candidate must possess:

- Effective written and interpersonal communication abilities;
- Strong organizational skills and attention to detail;
- Familiarity with relevant state and federal human resources policies and practices;
- Familiarity with the handling of budgets and public appropriation of funds;
- Ability to perform duties assigned by the law, the county board of election, and/or the Secretary of State;
- Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;
- Ability to be adapt and to perform in a professional manner under stressful or emergency situations;
- Ability to comprehend a variety of informational documents; and
- Ability to conduct self at all times in a professional and courteous manner.

D. Successful completion of a criminal background check

Before being selected a Director or Deputy Director by a county board of election, the candidate must complete SOS Form 302-A (kept on file with the board of elections), and pass, to the satisfaction of a majority of the board members as described below, a criminal background check conducted by the County Sheriff or other local law enforcement agency at the expense of the board of elections.

In addition, all candidates for Director or Deputy Director (regardless of whether the person is currently the Director or Deputy Director of the board of elections) must complete a questionnaire (Form 305) before being appointed or reappointed to the position of Director or Deputy Director. The completed questionnaire must be kept on file with the board of elections and a copy sent to the Secretary of State.

I. Job Descriptions, Application, and Evaluation Criteria

County boards of elections must establish a written job description, incorporating the minimum qualifications and duties established by this Directive as well as local qualifications established by the board of elections, and the objective criteria by which candidates will be evaluated.

A. Job Descriptions

Job descriptions of the duties of a Director and Deputy Director of a board of elections shall contain at least the following minimum duties (or oversight thereof):

- Prepare and conduct all 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;
- File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections;
- Prepare the minutes of board meetings;
- Audit campaign finance reports;
- Calculate charge backs to political subdivisions;
- Receive and have custody of all books, papers, and property belonging to the board;
- 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;
- Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees; and
- Develop 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.

B. Application

Candidates for Director or Deputy Director of a board of elections must submit a written application (in a form of the board's choosing), current resume, and completed Forms 302-A and 305 prior to being considered by the board.

C. Evaluation Criteria

The objective evaluation criteria (a weighted scoring system) must be based on the job description and should be based upon an objective, pre-determined scoring system based on answers to standardized questions relating to such minimum qualifications.

Candidates for Director or Deputy Director of a board of elections may be asked to complete a qualifications supplement at the discretion of the board of elections in order for the board of elections to consider all experience, education and skills related to the position.

II. Advertisement for Applicants for Positions of Director and Deputy Director of Boards of Elections

When there is a vacancy in the position of Director or Deputy Director of a board of elections, the board shall advertise the position for at least one week in the newspaper of largest general circulation in the county in which the board is located. Boards may also

place the advertisement with national election trade publications such as electioncenter.org and/or electionline.org.

All advertisements for appointment of a Director or Deputy Director of a board of elections must include, at a minimum, the method by which interested parties may receive a copy of the job description and evaluation criteria and a notice that the applicant is subject to a criminal background check.

III. Evaluating Candidates for Director or Deputy Director of Boards of Elections

All boards of elections, when appointing Directors and Deputy Directors, shall give priority to candidates holding previous elections administration experience.

If no candidates for Director or Deputy Director of a board of elections possess all the minimum qualifications for the position, the board of elections shall evaluate the candidates as if all minimum requirements had been met by the candidates under consideration.

If you have questions about this directive, please contact the Secretary of State election attorney assigned to your county at (614) 466-2585.

Sincerely,

A handwritten signature in black ink that reads "Jon Husted". The signature is stylized with a large, sweeping "J" and "H".

Jon Husted