

Voter Services Supervisor
Must be a registered Republican

*To declare your political party affiliation, you must select a partisan ballot in an even year
Primary Election.*

Hours of work – Monday – Friday, 8:30 a.m. to 4:30 p.m. (35-hour work week)
Salary Range: \$43,000 – 50,000 Annually
Excellent Benefits

Posting Date: January 22, 2025, until filled.

Summary of Responsibilities:

Reports to the Directors. Voter Services Supervisor is charged with managing and evaluating staff in accordance with the standards established by the Lucas County Board of Elections including training of said staff (shared responsibility with Democrat).

Responsible for the accurate and timely data entry of all registration information including, but not limited to, new registrations, address changes, deletions, corrections and name changes in the voter registration system (both local and state); Responsible for supervision of all absentee by mail operations including but not limited to, processing absentee applications and assembling/mailing absentee ballot packets to voters as prescribed by law; Responsible for processing of all returned absentee ballots; Responsible for supervising inspection and counting all absentee ballots; Responsible for preparing absentee ballots for tabulation and the balancing of said tabulation as prescribed by law. Assisting in the processing and reviewing of the validity and sufficiency of all candidates, initiative and referendum petitions; Responsible for adhering to all statutory deadlines regarding campaign finance, registration, absentee voting and local options; Responsible for maintaining the supervision of the switchboard operations; Responsible for administering the processing of the NCOA and duplicate lists; Responsible for maintaining confidentiality and business integrity.

Responsible for providing the Directors with periodically written status reports regarding work processed and still outstanding in a format established by the Directors; Responsible for ensuring that enough staff are always logged into phone queues. Performs all other duties as assigned, by the Directors, the Board of Elections, and/or as prescribed by law. Responsible for daily supervision of operations within the absentee department by mail and in person voting and registration department.

Also serves as back up for the Voter Services Supervisor (Democrat).

Essential Job Functions:

- Ability to prepare and carry out project planning and implementation.
- Applies excellent interpersonal skills, which include effective verbal and written communication.
- Ability to learn voting system and voter registration system.
- Ability to learn and understand the security guidelines set by the State of Ohio
- Prepare a variety of staffing and productivity reports for the Directors.
- Maintains all deadlines for the Board of Elections.
- Manages and evaluates staff as needed.

- Manages workflow and meets all deadlines and priorities set by the Directors.
- Meeting requirements set by the Secretary of State.
- Demonstrates a continuing willingness to work extended hours to meet deadlines.

Minimum Qualifications:

- A minimum of an associate's degree preferred, and/or 2 years of Vocational Training, and/or equivalent supervisory work experience.
- Excellent organizational and planning skills.
- Excellent interpersonal skills which include effective verbal and written communications.
- Demonstrates adaptability, flexibility, and dependability.
- Ability to excel in task management and planning.
- Self-motivated and able to work well under pressure.
- PC literate must be with a command of MS Office applications.
- Must demonstrate the ability to create spreadsheets and databases using MS Excel and Access.
- Must demonstrate the ability to effectively enter data.
- Must demonstrate the ability to type 45 wpm.
- Must maintain an ongoing understanding of changes in Federal and State Statutory Requirements affecting the election process.
- Demonstrates a professional attitude and appearance.

Equal Opportunity Employer