



Jackson County
BOARD
of Elections

Jackson County Board of Elections DEPUTY DIRECTOR Job Description

To apply, submit the following by mail to: Jackson County Board of Elections, 25 E. South St. Suite B, Jackson, OH 45640, or by email to jackson@ohiosos.gov.

- application explaining how the minimum requirements as detailed in this job description have been met,
- resume, and
- completed Form 307

A detailed application packet/job description can be obtained at the Board Office or via the internet at <https://www.boe.ohio.gov/jackson>. Position is salaried, range is \$48,000-\$51,000, depending on experience. This is a public employment position and as such, applications may be subject to public record. The Jackson County Board of Elections is the employment authority hiring for this position and is an equal opportunity employer. The Board reserves the right to reject any and all resumes and applications. **Deadline to submit application materials is 3/28/25.**

Job Objective and General Nature and Level of the Job:

To serve as Deputy Director of the Jackson County Board of Elections, in the administration of fair, honest, and accurate elections. The Deputy Director works directly with the Director and is responsible for supervising, directing, and conducting all elections held throughout Jackson County: oversees all operations involved in the election process in accordance with Title 35 of the Ohio Revised Code; and shall be responsible for the following as outlined in Secretary of State Directive 2022-06.

Essential Function of the Job:

In addition to consistent and reliable attendance, the following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 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;
- 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.

Other Factors: Board employees will be required to work extended hours over and above the normal business hours; at times extensive hours are required based on the Mandatory Office Hours set forth by the Secretary of State's Office during absentee voting, and extended hours are required outside of the absentee period to complete the election cycle. Board employees will be limited in the amount of vacation time used during the period in which UOCAVA and early/absentee voting has started until the election has been declared official and any recount or post-election audit has been completed. This may or may not apply to all elections held in a calendar year.

Minimum Qualifications:

- A high school diploma or equivalency of a high school diploma (GED); college level education is desired, but specialized training and/or certification in the various aspects of election administration is to be most favored in evaluating the educational background of applicants;
- Successful applicants must a registered Democrat, must be a Jackson County resident/elector (voter) within 30 days of employment, must possess a valid Ohio driver's license and pass a statewide criminal background check;
- Understanding of and experience preferred in database management, a strong understanding of and ability to use Microsoft Office products (including but not limited to Microsoft Word and Excel), various software applications included with Windows operating systems, and the ability to learn new software applications, including but not limited to voter registration and election management programs, use of computers, optical scan machines, accessibility-based election equipment, printers, copiers, scanners, and other office or election-related equipment. Strong computer skills are critical for this position.
- Prior supervisory experience and proven capability to manage the day-to-day operations of any organization is preferred;
- Ability to comprehend a variety of informational documents, election law terminology, and Ohio law concerning elections and government administration, including by not limited to Ohio Revised Code Title 35, Ohio "Sunshine Laws" (Ohio Public Records and

Open Meetings Act), Ohio Secretary of State Directives, Advisories, and Memoranda, and assignments and instructions from Board Members and the Secretary of State's Office;

- Familiarity of voting machines used in Jackson County and other automated office equipment;
- Ability to get along with others and to convey or exchange information and manage assigned duties of staff;
- Ability to adapt to stressful and emergency situations and events and conduct self in a professional, calm and thoughtful manner;
- Strong and effective written and verbal communication, attention to detail, time-management, organizational, problem-solving, and customer service skills;
- Familiarity with preparing budgets and public appropriation of funds is preferred;
- Ability to work accurately and meet deadlines with frequent interruptions and in a flexible manner, and that allows for changes in assignments and priorities depending upon the timing of the election cycle;
- Ability to lift election equipment, storage containers, and other items approximately 50 pounds;
- Ability to exercise good judgement and discretion in handling confidential materials and matters.

Physical Requirements: Daily tasks require the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and or pulling of objects and materials of light weight (5-10 pounds) and on occasion moderately heavy weight (voting machines of approximately 50 pounds). Tasks may involve extended periods at a keyboard or workstation, or standing for several hours at a time.

DIRECTOR & DEPUTY DIRECTOR APPLICATION

- I. **Minimum Qualifications: IN EACH SPACE BELOW, PLEASE DESCRIBE HOW YOUR EDUCATION/EXPERIENCE, ETC. MEETS THE QUALIFICATION OUTLINED. IF YOU RUN OUT OF ROOM, PLEASE LABEL YOUR CONTINUED ANSWER WITH THE RELATED QUESTION NUMBER/LETTER, ETC.**
 - 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:
 - i. Operating voting machines used in the county and other automated office equipment;

 - ii. Managing a successful and efficient database;

 - iii. Using, understanding and applying election law terminology;

 - iv. Knowing the basics of Ohio's "sunshine laws" governing open meetings and public records; and

 - v. Receiving and implementing assignments and instructions from board members and the 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 elections (this requirement is scalable to the size and needs of the local operation). To this end, the candidate must possess:

- i.** Effective written and interpersonal communication abilities;

- ii.** Strong organizational skills and attention to detail;

- iii.** Familiarity with relevant state and federal human resources policies and practices;

- iv.** Familiarity with the handling of budgets and public appropriation of funds;

- v.** Ability to perform duties assigned by the law, the county board of elections, and/or the Secretary of State;

- vi.** Ability to convey or exchange information, including giving and managing assignments or direction to board personnel;

- vii.** Ability to adapt and to perform in a professional manner under stressful or emergency situations;

- viii.** Ability to comprehend a variety of informational documents; and

- ix. Ability to conduct self at all times in a professional and courteous manner.

IN THE SPACE BELOW THE LIST, PLEASE DESCRIBE HOW YOUR EDUCATION/EXPERIENCE, ETC. MEETS THE QUALIFICATIONS OUTLINED. IF YOU RUN OUT OF ROOM, PLEASE LABEL YOUR CONTINUED ANSWER WITH THE RELATED QUESTION NUMBER/LETTER, ETC

- II. Job Description / Essential Functions of the Job:** *In addition to consistent and reliable attendance, the following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*
- A.** Prepare and conduct all primary, general, and special elections held in the county;
 - B.** Process, evaluate, and report election results;
 - C.** Recruit and train precinct election officials;
 - D.** Supervise the processing of voter records;
 - E.** Keep a full and true record of the proceedings of the board and all moneys received and expended;
 - F.** File and preserve in the board office all orders, records, and reports pertaining to the administration of voter registrations and elections;
 - G.** Prepare the minutes of board meetings;
 - H.** Audit campaign finance reports;
 - I.** Calculate charge backs to political subdivisions;
 - J.** Receive and have custody of all books, papers, and property belonging to the board;
 - K.** 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;
 - L.** Review all Directives, Advisories, Memoranda, correspondence and materials issued by the Secretary of State and take action as required by those communications;
 - M.** Supervise and instruct board employees, assign work, coordinate activities, make recommendations concerning hiring, responsibilities, compensation, discipline, and discharge of board employees; and
 - N.** 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.

III. Other Factors: PLEASE DESCRIBE IN THE SPACES AFTER EACH ITEM HOW YOUR SKILLS/EXPERIENCE, ETC. MEET EACH QUALIFICATION. *Board employees will be required to work extended hours over and above the normal business hours; at times extensive hours are required based on the Mandatory Office Hours set forth by the Secretary of State's Office during absentee voting, and extended hours are required outside of the absentee period to complete the election cycle. Board employees will be limited in the amount of vacation time used during the period in which UOCAVA and early/absentee voting has started until the election has been declared official and any recount or post-election audit has been completed. This may or may not apply to all elections held in a calendar year.*

A. Residency, Voter Registration, Background Check, and License: Successful applicants must a registered Democrat, must be a Jackson County resident/elector (voter) within 30 days of employment, must possess a valid Ohio driver's license (*county abstract form provided upon hire*) and pass a statewide criminal background check (*specific form provided upon hire*);

B. Physical Requirements: Daily tasks require the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and or pulling of objects and materials of light weight (5-10 pounds) and on occasion moderately heavy weight (voting machines of approximately 50 pounds). Tasks may involve extended periods at a keyboard or workstation, or standing for several hours at a time. Please describe here any limitations you may have or accommodations requested

IDENTIFICATION AND DEMOGRAPHIC INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____



Questionnaire for Prospective Appointment as a Member, Director, or Deputy Director of the County Board of Elections

County Board of Elections Position of Appointee

Appointee Name, Residence Address, and Other Information

Full Legal Name

Courtesy Title

First

Middle

Last

Suffix

Street Address

City

State

ZIP Code

Home Phone(Numbers and hyphens only)

Cell Phone(Numbers and hyphens only)

Office Phone(Numbers and hyphens only)

Preferred Name (if different from above)

Alias/Maiden Name

Date of Birth(MM/DD/YYYY)

Email Address

Previous Address Information

Have you resided at the same address for the past 10 years? If no, please provide the years of residence, city, and state for each previous address in the space below.

Question instructions: Please provide a response for 1-7 below. If you respond yes to any of the following questions, please provide details as requested. Prospective appointees as **members of the board must complete** the education and employment section.

1. Are you currently holding any elected office? If yes, please identify the office.

2. Are you currently holding any appointed office for which you must subsequently be elected? If yes, please identify the office.

3. Have you ever been convicted of a misdemeanor (other than minor misdemeanor traffic offenses) or a felony? If yes, please provide details of the conviction (what, when, where and final disposition).

4. Are there any circumstances which might present a conflict of interest with the administrative duties for you as a member, director or deputy director of the board of elections (see SOS ethics policy)? If yes, please identify.

5. Have you had any employment or interests in contracts with the board of elections within the last 24 months? If yes, please describe.

6. Have you ever been required, as a candidate or campaign treasurer, to file a campaign finance report with any board of elections or the Secretary of State? If yes, please list all campaigns, political parties, political action committees, etc. for which a campaign finance report was filed by you as a candidate or treasurer.

7. Has a campaign in which you were involved as a candidate or treasurer ever been the subject of a referral or complaint to the Ohio Elections Commission? If yes, please explain.

Education (prospective members are required to fill in this information)

In the space below, please provide a brief summary of your educational attainment and achievement. Include relevant scholastic achievements, recognitions, awards, and honors. *Information from the education portion of your resume may be copied and pasted in the space below.*

Employment (prospective members are required to fill in this information)

In the space below, please provide a brief summary of your past and current employment history. *Information from the employment portion of your resume may be copied and pasted in the space below.*

Business Address Information (if applicable, prospective members are required to fill in this information)

Business Name

Occupation

Street Address

State

City

ZIP Code

Phone

Background Check Disclosure, Authorization and Release for Prospective Appointment as a Member, Director, or Deputy Director of a Board of Elections

Section I: Disclosure

This form, which you should read carefully, has been provided to you because the Ohio Secretary of State's office may request investigative reports on you from various public and private reporting agencies. The Ohio Secretary of State's office will use any such report(s) solely for appointment and employment related purposes. Investigative reports may be obtained from a background check vendor and/or public agencies and provided to the Ohio Secretary of State's office. The types of information that may be obtained include but are not limited to: Social Security Number verification, criminal records checks, public court records checks, driving record checks, state tax information, etc. Any such reports are public records under Ohio's public records laws unless specifically exempt from disclosure.

Section II: Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of investigative reports to the Ohio Secretary of State in conjunction with my application for prospective appointment as a Member, Director or Deputy Director of a county board of elections. I also authorize disclosure to the Ohio Secretary of State and/or the background check vendor of information concerning my motor vehicle history and standing, criminal history, state tax information and all other information the Ohio Secretary of State deems pertinent by any individual, corporation or other private or public entity, including without limitation to the following: law enforcement agencies; federal, state and local courts; motor vehicle records agencies; state tax agencies; and other applicable sources. I hereby release and hold the vendor and the Ohio Secretary of State and his employees and appointees harmless from any and all liability with respect to the investigations, verifications, and/or the use of any information relevant to my appointment or employment.

I understand that if I am appointed or hired, my consent will apply throughout the term of my appointment or employment to the extent permitted by law.

This Disclosure, Authorization and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by the Ohio Secretary of State.

I understand that providing any false information or omitting any material information on my resume and/or Questionnaire for Prospective Appointment as a Member, Director or Deputy Director of a County Board of Elections may be sufficient grounds for rejection of the application or termination of the appointment or employment whenever discovered.

Social Security Number

Ohio Driver License/State ID Number

Date Signed (MM/DD/YYYY)

Prospective Appointee Signature (Required)

Instructions for Submission

1. The prospective appointee must sign the completed form.
2. All prospective appointees as members of the board of elections must submit a resume.
3. The **signed and completed form and resume** (member appointees only) must then be transmitted to the Ohio Secretary of State by **email to BoardInfo@OhioSoS.gov**.