



TUSCARAWAS COUNTY BOARD OF ELECTIONS



JOB DESCRIPTION

Job Title: Judge (Election Official)
Department: Poll Worker

Stipend: \$175.00

FUNCTION: The Judge's primary function is to ensure that the Election Process is handled in an orderly, professional, and lawful manner in their assigned precinct. A Judge must also have the ability to interact with individuals from various backgrounds, as well as those with various learning styles

Judge Responsibilities:

- Performs all activities assigned
- Ensures that the assigned Precinct is prepared for voting by 6:30 A.M.
- Assists the voters with the Election Process
- Identifies any difficulties or concerns and reports them immediately to the BOE
- Assists with the Polling Location Set-up / disassembly of voting equipment
- Reports any missing supplies and/or Judges to the Board of Elections (BOE)
- Delivers required materials to the BOE at the end of the Election
- Attends a three (3) hour training session
- Interacts effectively with all Election Day Team Members
- Demonstrates strong verbal and communication skills
- Adheres to established laws, policies, rules and regulations set forth by the Secretary of State and the Board of Elections
- Conducts business in accordance with Federal Election Guidelines, Title 35 of the Ohio Revised

Additional Requirements:

- Ability to demonstrate excellent organizational and strategic planning skills
- Ability to maintain a professional attitude and appearance
- Ability to manage multiple tasks simultaneously
- Ability to lift approximately 30 pounds
- Ability to work Election Day

Training Materials

- Training materials can be found on our website at <http://boe.co.tuscarawas.oh.us>. These materials will give you an overview of what will be covered in the mandatory training class.

Tuscarawas County Board of Elections
Attn: Barb Wills
P.O. Box 69 * New Philadelphia, Ohio 44663

Barb Wills #: 330-365-3358 * Main Office #: 330-343-8819
Website: <http://boe.co.tuscarawas.oh.us>



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POLL WORKER EMPLOYMENT APPLICATION

(Please Print in Ink or Type All Information)

Date: _____

Name: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____ - _____ - _____
(Payroll purposes only)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Cell Phone #: _____

Email Address: _____

Political Party (Please Check): Democrat _____ Republican _____

Have you ever been convicted of a felony? YES _____ NO _____

Are you registered to vote? YES _____ NO _____

Have you declared a political party in a Primary Election? YES _____ NO _____

Do you have reliable transportation? YES _____ NO _____

Are you able to lift at least thirty (30) pounds? YES _____ NO _____

How did you hear about this opportunity? _____
(i.e. company, website, school, newspaper, friend)

Certificate of Application: I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements or material facts will subject me to disqualification or dismissal.

Signature of Applicant _____

Date _____

Board Use Only	
Ward/Precinct:	_____
Trained:	_____
Placed:	_____
Initials:	_____

Mail Application To:
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