

The Mercer County Board of Elections is currently accepting résumés for the position of Deputy Director. The candidate must be registered as a Republican voter in Ohio and be a resident of Mercer County within 30 days of being hired.

The Deputy Director works in conjunction with the Director to manage the day to day operations of the board office and to administer and conduct all elections in Mercer County.

Minimum qualifications and skills include:

Must be able to understand the significance of checks and balances and oversight that is necessary for the security and care of voter data and election records.

The Deputy Director must possess computer skills that are needed to process voter registrations, create records and to document and report election results. A working knowledge of Microsoft Office Outlook, Word, and Excel is required.

Applicants must be able to learn bookkeeping procedures including the ability to audit campaign finance reports, prepare chargebacks, and assist in preparing an annual budget.

Applicants must be able to read and comprehend Ohio Election Law, Directives issued by the Ohio Secretary of State, Legal Opinions and other instructions from the Board, and to meet deadlines.

Applicants should possess effective verbal and written communication skills and willingness to assist the public in a courteous manner. The position requires significant physical activity including lifting and moving equipment and file boxes

Professional training in the areas of responsibility is available and applicants must be willing to do some overnight travel for training and meetings, familiarity with election law, voting machines, and election procedures used in Ohio is a plus.

Minimum job requirements are available at the Ohio Secretary of State's website by searching: "[Ohio Secretary of State Board Vacancies](#)" and by searching "[Ohio Secretary of State Election Official Manual](#)" (refer to Chapter 2) for additional information.

Applicants are subject to a criminal background check. The Mercer County Board of Elections is an Equal Opportunity Employer.

Interested candidates should send a résumé and cover letter to Del Kramer or Chair Toni Slusser c/o Mercer County Board of Elections at 101 North Main Street, Celina, Ohio 45822 by 4 p.m., Wednesday, May 8, 2019. Résumés may also be e-mailed to Del Kramer at dkramer@bright.net or Toni Slusser (Chair) at tk2@bright.net.

The following is contact information for Del Kramer and Toni Slusser. Questions about the position may be directed to Del Kramer at dkramer@bright.net or (419) 586-3133 or Toni Slusser at tk2@bright.net or (419) 584-1229.