



# Carroll County Board of Elections

119 South Lisbon Street, Suite 102  
Carrollton, Ohio 44615

(330) 627-2610  
[www.CarrollCountyOhioElections.gov](http://www.CarrollCountyOhioElections.gov)

June 8, 2020

## **JOB ANNOUNCEMENT**

Full-Time Clerk

### CARROLL COUNTY BOARD OF ELECTIONS

The Carroll County Board of Elections (CCBOE) is accepting applications for the position of Clerk for the CCBOE. Clerks are responsible for performing administrative and/or clerical duties related to the election process as assigned by the Director, Deputy Director, or the Board. Other responsibilities include but are not limited to attending staff meetings and reviewing all Secretary of State Directives, Advisories, Memorandums, and other instructions as well as Board instructions and policy. Receiving and preserving all property belonging to the Board, including all books, papers, monies, records and reports. Assisting the public, candidates and elected officials with professionalism and answering election-relation questions. Entering and processing data specific to voter registration documents, absentee ballot requests, petitions, etc. as required by board policy and state and federal law.

To qualify candidates must be a registered Republican elector in the state of Ohio with a high school diploma or equivalent. Successful candidates should possess strong communication, computer and organizational skills, have experience working with the public, understand the importance of confidentiality, and be willing to work extended hours during elections.

### **Applicants are subject to a criminal background check.**

**Deadline to submit an application is 4:00 pm on Thursday, June 25, 2020.**

**Interviews will begin Thursday, July 2, 2020**

**Tentative Start Date is Monday, Aug 3, 2020**

Please submit a cover letter, resume, completed application and Form 307 in person or by mail to:

Carroll County Board of Elections

Attn: Clerk Position

119 S. Lisbon St., Ste. 102

Carrollton, OH 44615

Or by email to [Carroll@OhioSOS.gov](mailto:Carroll@OhioSOS.gov)

A full job description, along with applications and Form 307 can be found on Carroll County Board of Elections website: [www.carrollcountyohioelections.gov](http://www.carrollcountyohioelections.gov)

*The Carroll County Board of Elections is an equal opportunity employer.*

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Cheri Whipkey, Director

Nicole Mickley, Deputy Director

Jeff Mangun, Chair

John Barnett

Georgette Huff

Roger Thomas

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