



## **JOB DESCRIPTION: CUYAHOGA COUNTY BOARD OF ELECTIONS**

**Job Title:** Rover/Drop-Off Captain

**Hourly Rate:** \$17.00

**Reports To:** Election Support Manager

**Hourly Drop-Off Captain Rate:** \$18.00

**Division:** Election Support

**Hours:** Varies for each date

**Start Time:** Monday at 2:00 P.M.; Election Day 4:30 A.M. Required to work late in the evening.

### **PRIMARY FUNCTIONS:**

Rovers are required to travel to various Polling Locations to safeguard sensitive materials, and to deliver election-related materials to Polling Locations, among other duties. Rovers are responsible for monitoring activity outside of the Polling Location and ensuring it is accessible to all voters. Rovers that are assigned as Drop-Off Captains manage a Drop-Off Location and the transfer of election-related materials after the polls close on Tuesday. Drop-Off Captains are responsible for the documenting of accurate inventory and the reporting of any missing items to the Election Response Team in a timely manner.

### **ROVER RESPONSIBILITIES:**

- Enforce State of Ohio electioneering rules.
- Verify Polling Locations are open, operational, and ADA compliant with Board of Elections standards.
- Deliver election-related materials to Polling Locations on Monday and as needed on Tuesday.
- Ensure the VLM has placed all mandatory calls to the Board of Elections.
- Verify items on the prepared checklists at each location such as signs being present, location layout, etc.
- Visit your assigned Polling Locations throughout the day on Election Day to monitor and report any issues.
- Replace the voting equipment as necessary.

### **DROP-OFF CAPTAIN RESPONSIBILITIES:**

- Report to your assigned Drop-Off Location.
- Manage the transfer of election supplies from PEO's to the Drop-Off Location and to the BOE Warehouse.
- Account for all required materials from each Polling Location and report any missing items immediately.
- Perform all other duties assigned, delegated, and or required of Election Support Management, including those prescribed by law.

### **PERSONAL CHARACTERISTICS:**

- Possess customer service skills including the ability to diffuse contentious situations
- Work effectively in cooperation with all Election Day staff
- Possess basic computer/tablet/smartphone aptitude
- Apply excellent interpersonal skills, including effective oral communication skills
- Demonstrate a professional attitude and appearance

### **REQUIREMENTS:**

- High School diploma or equivalent
- A valid driver's license, insurance, and personal transportation
- Attend a training session
- Lift 35 lbs. continuously
- Available to work extended hours Election Eve and Election Day
- Must not have a felony conviction