

## TRUMBULL COUNTY BOARD OF ELECTIONS

Minimum qualifications include:

Must be a resident elector of Trumbull County, Ohio. Must also be affiliated with the Democratic Party at the time of appointment.

Education: A candidate for Director or Deputy Director must possess at least a high school diploma or the attainment of the 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 education background of applicants.

Election related experience and skills: operating voting machines used in the county and other automated office equipment; comprehension of successful and efficient database management, including cooperating with Ohio Secretary of State on the statewide registered voter database; using interpreting and applying election law terminology and language; assisting any person, without regard to that person's political affiliation, who asks the board office for information which is within the scope of the board's jurisdiction, including public records requests; receiving and implementing assignments and instructions from board members and Secretary of State's office; performing all other duties as assigned, delegated or required of the Deputy Director including those prescribed by law, rule or directive; travel as needed, attend trainings including out of county as approved by board or required by the Secretary of State.

General managerial experience and skills: possession of effective written and interpersonal communication abilities; strong organizational skills and attention to detail; familiarity with human resources policies and practices, including familiarity with equal opportunity employment practices; familiarity with handling budgets and public appropriation of funds; assignments or direction to board personnel; ability to be adaptable and to perform in stressful or emergency situations; ability to comprehend a variety of informational documents; ability to conduct self at all times in a professional and courteous manner.

Candidates must possess a valid State of Ohio Motor Vehicle Driver's License and have an acceptable driving record. A proficiency and skills assessment may be given as part of the interview process.

An Equal Opportunity Employer