

## **Medina County Board of Elections Administrative Assistant**

The Medina County Board of Elections seeks a full-time Administrative Assistant for their office located at 3800 Stonegate Drive Suite C, Medina, Ohio 44256.

Responsible for performing a range of clerical and administrative tasks to support daily office operations related to the Board of Elections per standards set by the Ohio Secretary of State and the schedule defined in the Medina County Board of Elections calendar.

Summary of responsibilities:

- Organizational and time management skills - flexibility to prioritize and multi-task
- Maintain professional judgment when interacting with the public, coworkers, other departments and agencies
- Send, collect and distribute mail
- Receive and deliver phone messages
- Email board meeting notices and record the minutes
- Maintain office calendar and various files
- Provide Election Day support
- Assist with election results, recounts and audits
- Fulfill public record requests
- Procure office supplies
- Prepare documents mandated by federal, state and local agencies
- Interpret, explain, and comply with a variety of governmental and departmental policies and regulations
- Compose reports, policies, procedures and business correspondence
- Perform other duties as assigned by the Directors

The successful candidate must enjoy working with the public and have the ability to multi-task in a fast-paced environment. Attention to detail and the ability to organize, problem solve, and manage tasks is essential.

Medina County is an Equal Opportunity Employer. The selected candidate must pass a background check and a drug screening. There is a 90-day probationary period for this job position. The selected candidate will be trained to perform their duties.

Schedule: 40 hours a week. Monday – Friday 8:00 a.m. – 4:30 p.m. Plus increased hours during the election cycle, including some required Saturdays and Sundays.

Qualifications: High School Degree. Microsoft Office and computer experience essential. Some college coursework preferred. Experience in local government accounting desirable. Preference may be given to applicants with knowledge of and experience in elections and/or local, state and federal regulations pertaining to grants, budgeting, proposals, bidding, finance, and/or public accounting practices.

Please email (or mail) your cover letter with salary requirements, resume and Medina County Employment Application. To ensure consideration, submit all materials by Thursday, September 30, 2021:

**Medina@OhioSOS.Gov**

**Medina County Board of Elections  
ATTN: DIRECTORS  
PO Box 506  
Medina OH 44258**