

## Election Night Assistance

This is a great opportunity to see the election process and be civically involved, and it is also a good way for an organization to raise funds. The only qualifications for hiring are to provide a **social security number for payroll purposes, and to be over 18 years of age. Please Note: Title 35 of the Ohio Revised Code prohibits anyone convicted of a felony to serve as an election officer. \*Also most student visas don't allow off campus work, this not a campus job. If you have a student visa check if you can work an off campus job before signing up**

Date: Tuesday March 19, 2024  
Place: 1890 East 40<sup>th</sup> St. (40<sup>th</sup> and Perkins) - Board of Elections Warehouse  
Time: 7:30 PM for instructions, to approximately midnight.  
Attire: Comfortable clothing – jeans acceptable. The process area becomes quite warm.  
Pay: \$20.00 per hour – Four (4) hours guaranteed paid if one arrives on time  
Parking: Parking is generally on the street or the lot catty-corner from our building.

### What can be expected:

As polling locations close, canvas ballot boxes with “voted” and “unvoted” ballots are transferred to pick-up sites throughout the county. Once vans are filled with ballot boxes, they are driven down to our warehouse where they are unloaded, checked in, and sent through the warehouse for processing. Typically, we don't receive our first canvas ballot boxes until around 8:30 pm but need the time to educate staff on the procedures prior to receiving them. This process continues until all the bags have been processed.

### The duties of persons helping us are:

**Dock Unloaders** – these individuals will remove the ballot boxes from vans to carts and bring the carts to the ballot box processing area. These individuals will need to be physically strong.

**Ballot Box openers** – these individuals will open the canvas ballot box, remove, and organize its contents.

**Ballot box runners** – these individuals will move the ballot boxes from carts to the table, and once the ballot box openers have completed processing the bags, the runners will move the ballot boxes from the openers' tables to the storage vault. These individuals will need to be physically strong.

**Vault ballot box handlers** – these individuals will be putting away ballots for storage and later use. These individuals will need to be physically strong people that can lift upwards of 50 lb. boxes throughout the night.

**Ballot bag clean out** – these individuals will ensure that everything has been removed from the ballot bags, and fold them to be put away.

**Sorter** – these individuals will sort miscellaneous election day materials from envelopes to electrical cords in one or more work areas.

**To Signup apply using the QR code**  
**You must sign up in advance to be eligible to work.**

For any questions contact: Human Resources at  
216-443-6600 [boehr@cuyahogacounty.gov](mailto:boehr@cuyahogacounty.gov)

