

HAMILTON COUNTY BOARD OF ELECTIONS

TITLE: REGISTRATION OFFICIAL

DEPARTMENT: REGISTRATION

REPORTS TO: REGISTRATION DEPARTMENT ADMINSTRATOR

JOB SUMMARY:

Responsible for management of information input into voter registration system

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enters new voter registrations into voter data base
- Processes voter registration changes
- Provides customer service and resolves voter registration issues
- Processes, confirms and maintains on line voter registration (OLVR) database
- Files, maintains and rotates hard copies of registrations and confirmations
- Processes image index batches for various registration documents
- Processes provisionals to update data base registration information and voter credit
- Processes voter credit
- Checks petitions
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Be a registered and active voter of the State of Ohio
- General knowledge of the function and duties of the Hamilton County Board of Elections
- Ability to work both independently and part of a team
- Basic knowledge of general office equipment and computers; specifically experience in Microsoft Office is preferable
- Ability to work extended hours
- Successful completion of a criminal background check

WORKING CONDITIONS

- Sit for extended periods of time
- Occasional standing, walking, stooping, kneeling or crouching
- Repetitive movement of hands and fingers (typing and/or writing)
- May be required to lift a maximum of 30 lbs.