

Applications are being accepted for Deputy Director. Applicants will submit a letter of application.

Applicants will submit a current resume and a minimum of three references.

Applications may be submitted in person, by U.S. Mail or electronically.

Applications will be accepted through February 16, 2021.

In the letter of application, the applicant will disclose any family members who are Trumbull County employees, elected officials, Board of Elections members or employees. [See a list of family members \(below\).](#)

[See job description \(below\).](#)

The Board of Elections is an Equal Opportunity Employer.

## FAMILY MEMBERS DEFINITION

Child(ren), wife, husband, Grandparents, mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, grandchildren, a legal guardian or other person who stands in place of a parent (en Loco parentis).

### A. Prohibition Against Hiring Family Members

Under Ohio ethics laws, a member or employee of the board of elections may not take any part in the decision to hire his or her family member<sup>1</sup> as a board employee. Moreover, Secretary of State Directive 2007-01 specifically prohibits boards of elections from hiring relatives of board of elections members, directors, and deputy directors, **except for** hiring poll workers (which includes election judges, rovers, scouts, and other similar, temporary election positions). Therefore, the remaining board of elections members **may** hire/appoint poll workers who are family members of an individual board member, director, deputy director, as long as the individual board member, director, deputy director, or board employee does not participate in the decision to hire his/her own family member or in any decision specifically concerning the terms and conditions of his/her own family member's employment/appointment.

---

<sup>3</sup> For the purpose of this ethics policy, "family member" includes spouse, domestic partner, mother, father, step-mother, step-father, mother-in-law, father-in-law, brother, sister, step-brother, step-sister, half brother, half sister, brother-in-law, sister-in-law, grandmother, grandfather, aunt, uncle, child, step-child, son-in-law, daughter-in-law, or other family member living in the same household.

## 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