CLERK OTTAWA COUNTY BOARD OF ELECTIONS

The Ottawa County Board of Elections is accepting applications for the position of Clerk. This position maintains and updates voter registration database, maintains and updates county precinct maps, processes absentee voter information, and maintains local option information and maps. A successful candidate will enjoy working with the public, candidates, and elected officials in person and on the phone. Attention to detail and the ability to organize, plan, and manage tasks is essential.

Qualified candidates must have Republican Party affiliation, have a high school diploma or G.E.D., be proficient with Microsoft Office applications, be able to work additional hours as required and travel within the county and state as required. Applicants must agree to a criminal background check, complete an application and submit a resume. Interested candidates can find the job description, selection criteria, and application on our website, <https://boe.ottawa.oh.gov>.

Resumes submitted prior to 06/24/2022 will be considered.

Send resumes to: Ottawa County Board of Elections

8444 W State Route 163, Suite 101

Oak Harbor, OH 43449

Email: cahill@boe.ottawa.oh.gov

Ottawa County is an Equal Opportunity Employer/Drug Free Workplace.