

MUSKINGUM COUNTY BOARD OF ELECTIONS
POSITION DESCRIPTION
DEPUTY DIRECTOR

Special Requirement

Must be a registered voter with Republican affiliation as required by the Ohio Revised Code.

Equipment Used

Items listed are normal for this classification; however, the list is not to be construed as exclusive or all-inclusive.

Telephones, Computers, Copiers, Scanners, Fax Machines, Calculator/Adding Machine, Voting Machines, Ballot Printers, Electronic pollbooks, Mail Processing Equipment and Ballot Processing Equipment.

Physical Requirements

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

- Ability to sit, stand, stoop, crouch reach and grasp for a significant amount of time.
- Ability to lift 40 pounds.
- Ability to keyboard at a computer terminal for long periods of time.
- Vision demands include normal vision requirements, including viewing computer screen requiring close focus.
- Possess physical endurance to work long hours (8+) per day, for consecutive days (including evenings, weekends and holidays) and for multiple weeks during an election cycle.

The Muskingum County Board of Elections is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Applicant must submit a an employment application and a resume to the Muskingum County Board of Elections, 627 Market St, Zanesville, OH 43701 or mjgibson@muskingumcountyoh.gov or to muskingu@ohiosos.gov. Applications are available at the board office or on muskingumcounty.org website.

Interested applicants should apply by ??, 2022.