



Job Description

TITLE:	Elections System Technician	JOB CODE:	3415
DEPARTMENT:	County Clerk	FLSA:	Non-Exempt
PREPARED:	November 2005	UPDATED:	08/31/2020

Summary: Under general supervision, programs, cleans and maintains voting machines to meet delivery schedules; troubleshoots and makes necessary repairs; assists in training election officials; uses software for programming ballots and machines; assists in checking polling place qualifications and searching for new polling places.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Programs information into the elections database program; troubleshoots and repairs problems with hardware and software.
- Repairs and troubleshoots PCs and associated devices such as printers and scanners for elections and for the Clerk's Office in general; provides technical assistance to staff with computer problems, analyzes problems and implements solutions.
- Resolves network and internet connectivity problems.
- Installs, maintains and upgrades elections software, and provides application support; installs, maintains and upgrades user hardware.
- Develops and conducts training to ensure users know the systems function, including hardware, software, and system documentation.
- Plots a proof ballot that meets the County Clerk's approval.
- Plots ballots and creates cartridges that hold election results and instructions on how to run elections; verifies that ballots and cartridges match.
- Hangs ballots and inserts cartridges in voting machines.
- Maintains voting machines so that the County Clerk and representatives of the parties can certify the voting machines by running test elections.
- Coordinates delivery of voting machines to voting places; coordinates tables and chairs going out for elections; coordinates and delivers supply boxes.
- Organizes and schedules voting machine delivery and maintenance.
- Sets up retrieval system for election results, including cartridge readers, modems and personal computers.
- Set up signs concerning where to vote.
- Assists in setting up modem hookups to mainframe.
- Retrieves voting machines to store in voting machine storage building.
- Ensures that election trailers are running correctly.
- Reviews election processes with County Clerk, and makes suggestions to improve on next election.
- Teaches schools of instruction on voting machine operation to election officials.
- Orders parts to repair and maintain the voting machines; ensures that all purchases are within budget requirements.

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- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of elections laws, policies and procedures.
- Knowledge of computer hardware; modems, printers and terminals.
- Knowledge of network, application and data security systems.
- Knowledge of hardware and software troubleshooting techniques.
- Knowledge of software installation and support concepts.
- Knowledge of County policies and procedures.
- Skill in troubleshooting and resolving computer hardware, software and peripheral problems.
- Skill in installing and configuring computer equipment.
- Skill in organizing and prioritizing duties to meet established schedules.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- High School Diploma or GED equivalent and one (1) year of computer systems support.
- Must be certified as a voting machine technician within one (1) year of hire.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports; noise level is generally moderate.
- On occasion work is performed in "the field" as in delivering voting machines, pulling trailer to haul same and contact with polling place owners.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ Date: _____

Supervisor _____ Date: _____

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Department Head: _____

Date: _____