



CLASS SPECIFICATION FOR:

Voting Machine Technician III

General Statement of Duties:

Maintains County's voting machine equipment; assists with the programming and testing of voting machine equipment; troubleshoots and repairs voting machine equipment; instructs voting machine technicians and poll workers on the proper use of the equipment; demonstrates equipment as needed; does related work as required.

Distinguishing Features of Class:

A position in this non-supervisory class will serve as a lead worker working closely with the Voting Machine Assistant Supervisor to schedule and to provide direction and assistance to Voting Machine Technicians, especially on Election Day; responsible for maintaining, troubleshooting and repairing equipment, including coordinating repairs with Voting Machine Technicians on Election Day as needed; and demonstrate proper use of equipment on Election Day. Work is performed under the general supervision of a Voting Machine Assistant Supervisor or Voting Machine Supervisor or Registrar.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Maintains County's voting machine equipment including performing routine maintenance, troubleshooting and making repairs, and working with the equipment vendors as needed;
- Programs and performs routine testing of voting machine equipment as assigned;
- Ensures County's voting equipment machines are functioning non Election Day;
- Coordinates with the Voting Machine Technicians for troubleshooting and making more routine, less complex, repairs on Election Day, and performs the unusual or more complex troubleshooting and repairs;
- Loads, transports and sets-up voting machine equipment as assigned;
- Provides instruction, training and guidance to Voting Machine Technicians;
- Trains and/or demonstrates voting machine equipment to election officials and poll workers at polling places;
- Maintains records and prepares reports;
- Trains/becomes familiar with new equipment/software relevant to voting machine equipment;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Thorough knowledge of the use, operation, maintenance and repair of voting machine equipment; considerable knowledge of programming; considerable knowledge of Virginia Election processes and laws; considerable knowledge of the County's geography and polling locations with the ability to efficiently schedule staff and equipment and to navigate between assigned locations; considerable knowledge of and ability to use tools incidental to the programming, maintenance and repair of voting machine equipment; good oral and written communications skills with the ability to follow complex instructions; physical conditioning that permits activities including but not limited to heavy lifting, bending, stooping, stretching, carrying and moving equipment and supplies over diverse terrain and in adverse weather conditions; good interpersonal skills with ability to establish and maintain good working relationships with department staff, co-workers, polling place staff and the public; good organizational skills with the ability to manage own workload and competing priorities; ability to work independently with minimal instruction and direction; good knowledge and command of English grammar and spelling; ability to maintain accurate records and to prepare reports as assigned.

Minimum Education and Experience:

Education: High school education including relevant technology classes that provides the information necessary to assist with assigned duties; prefer some college level courses in relevant technology and programming; or

Experience: Six years experience programming and repairing voting machine equipment;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Valid driver's license required to provide/retrieve equipment necessary at assigned locations;
- Physical abilities necessary to bend, stoop, stretch, lift, load, unload, carry, move, arrange, etc. voting machine equipment within and between storage locations and a wide variety of assigned polling locations with diverse terrains and in adverse weather conditions.