



CLASS SPECIFICATION FOR:

Voting Machine Technician I

General Statement of Duties:

Assists with the basic programming and routine testing of voting machine equipment; assists with the delivery and pick-up of voting machine equipment; may work the phones at the call center on election day; does related work as required.

Distinguishing Features of Class:

A position in this non-supervisory class will assist with the basic programming and routine testing of voting machine equipment in advance of Election Day; load/move voting machine equipment from one location to another to support polling place needs as well as proper storage requirements; may assist with basic troubleshooting and/or simple repairs of equipment malfunctions on Election Day; may demonstrate proper use of equipment on Election Day; and may be assigned to work the phones at the call center on Election Day. Work is performed under the general supervision of a Voting Machine Technician III, Voting Machine Assistant Supervisor or Voting Machine Supervisor.

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

- Assists with the basic programming and routine testing of voting machine equipment;
- Assists with basic troubleshooting voting machine equipment's malfunctions;
- May perform simple voting machine equipment repairs or less complex repairs as directed;
- Coordinates with supervisors to handle more complex equipment repairs and may assist with more complex repairs;
- Loads and moves voting machine equipment from one location to another to support equipment preparation and polling place needs as well as proper storage requirements;
- May demonstrate voting machine equipment as needed;
- May coordinate polling place requests and with supervisors and/or department staff;
- May maintain records as assigned;
- Trains/becomes familiar with new equipment/software relevant to voting machine equipment;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Basic knowledge of and familiarity with use and operation of voting machine equipment; basic knowledge of programming; basic knowledge of Virginia Election processes and laws; basic knowledge of the County's geography and polling locations with the ability to efficiently navigate between assigned locations; basic knowledge of and ability to use hand 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; 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 concise reports as assigned; good organizational skills.

Minimum Education and Experience:

Education: High school education including relevant technology classes that provides the information necessary to assist with assigned duties; or

Experience: Experience that provides the basic skills necessary to perform assigned duties;

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.