



Career Service Authority

Page 1 of 4

Election Equipment and Supply Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs maintenance, repair, set up and inventory of voting machines, equipment and supplies; leads a team of temporary workers during elections, and performs miscellaneous administrative tasks during non-election times.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Elections Division Assistant class that administratively and technically participates in implementing, coordinating and completing those processes which constitute election planning and preparation, voting administration, and counting, reporting and protecting election results.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised:

Performs lead work over temporary employees.

ESSENTIAL DUTIES

Performs inventory control of electronic voting machines, equipment and supplies, including maintaining inventory records.

Performs necessary repairs of electronic voting machines and equipment, including minor bench repair of electrical components.

Performs regularly scheduled diagnostic testing of electronic voting machines.

Coordinates and oversees the assembling, staging, routing and delivery of voting machines, equipment and supplies to various polling locations.

Assists in the process of acquiring new polling locations, including determining any necessary site modification and/or signage to facilitate smooth voter traffic flow and handicapped accessibility.

Maintains, repairs and creates directional and informational signage for polling locations.

Trains temporary employees in the operation and troubleshooting of electronic voting machines, including arranging for any outside training if necessary.

Resolves problems encountered by temporary employees during the course of their work assignment.

Provides administrative or clerical assistance to other areas as needed or assigned.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization displays high standards of ethical conduct and understand the impact of violating these standards on an organization, self, and others; is trustworthy.

Stress Tolerance – Deals calmly and effectively with high stress situations i.e. hostile/dangerous situations, deadlines, emergency situations, etc.

Decision Making – Makes sound, well informed and objective decisions; perceives the impact and implications for decisions; commitment to action, even in uncertain situations.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Self-Management – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards competing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrate responsible behavior.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situation.

Oral Communication – Expresses information i.e. ideas, facts to individuals or groups effectively, taking into account the audience and nature of the information makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Memory – Recalls information/situation that has been presented previously.

Knowledge of elections processes and technology sufficient to be able to perform a variety of elections related functions.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Lifting: Raising or lowering objects over 50 pounds.

Working Environment:

Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

Two years of experience working in a warehouse or stock room, including inventory control and light equipment repair.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Possession of a valid class "R" driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: XX/XX/2009

ESTABLISHED BY: Tony Gautier

REVISED DATE:

REVISED BY:

CLASS HISTORY: This is a new class that replaces the abolished Election Warehouse Operations Supervisor class.