

**DEPARTMENT:** BOARD OF ELECTIONS  
**CLASSIFICATION:** UNCLASSIFIED  
**APPROVED:** APRIL 6, 2018

**CLERK/ASSISTANT MACHINE TECHNICIAN – BOARD OF ELECTIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs clerical work and assists with administrative tasks in support of the functions of the Board of Elections. In addition to performing the regular duties of a Board of Elections Clerk, the incumbent assists with setting up voting machines, programming cards for machines, conducting diagnostic and PreLat testing of machines and any other duties related to the proper functioning and maintenance of the voting machines. Work is performed under the general supervision of the Election Commissioner, Deputy Commissioner, and when necessary the Clerk/Machine Technician. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists with the implementation of the National Voter Registration Act (NVRA) and Help America Vote Act (HAVA) requirements followed in accordance with election laws;
2. Collaborates with vendors such as printers of ballots, programming of cards for BMD and Scan machines in accordance with election law requirements;
3. Assists in taking petitions for filing;
4. Assists in swearing in and instructing Election Inspectors; assigning inspectors to polling sites and maintaining inspector, custodian, and party representative records;
5. Assists with quarterly testing of voting machines;
6. Assists in the routine work in connection with the supplies and records required for the registrations and elections in the County;
7. Sets up, organizes and maintains the county Voting System Training and Maintenance Center;
8. Creates and maintains computerized tracking system showing every machine's assigned location;
9. Assists with creating and maintaining computerized inventory of machine supplies and keeps each machine fully stocked;
10. Performs diagnostic and PreLat testing, including quarterly tests and reports;
11. Regularly troubleshoots to identify any machine problems such as electronic board failure, printer jams, low battery, etc.;
12. Assists with installing system hardware, software, and firmware updates;
13. Assists in programming ballot styles using EMS software;
14. Demonstrates voting machine operation to election officials or poll workers as needed;
15. Creates and conducts thorough assessment reviews to determine each polling site's compliance with required accommodations for new voting machines, phone service, and handicap accessibility;
16. Organizes distribution and set up of accessibility materials, including cones, call boxes, ramps, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the laws, policies, and procedures for elections; working knowledge of voting machine equipment operation and maintenance; working knowledge of office terminology, procedures, equipment, business arithmetic and business English; working knowledge of the methods used in maintaining and checking financial accounts and records; fact finding and problem resolution skills; skills required to operate and maintain modern computer hardware, software, and related peripherals; ability to type accurately at a reasonable rate of speed and accuracy; ability to perform arithmetic computations accurately; ability to write legibly; ability to organize and maintain accurate files and records; ability to understand and interpret oral instructions and/ or written directions; ability to perform close, detail work involving considerable visual effort and strain; ability to develop effective working relationships and deal diplomatically with the public; ability to work under pressure and adhere to time constraints; clerical aptitude; mental alertness; sound judgement; neatness of appearance; tact and courtesy; integrity; physical condition commensurate with the demands of the position.