

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY GOVERNMENT**

POST DATES: 04/08/2014 TO Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Elections Technician (Permanent Part-time)		
JOB CLASS (GRADE):		HOURLY RATE: \$10.00
WORK WEEK: MON- FRI (<u>hours</u> variable during elections) WORK HOURS: 8:30 a.m.-5:30 p.m.		
DEPARTMENT: Board of Elections		DIVISION:
DEPT. HEAD: Jeanetta Watson		
	(X) REPLACEMENT	() NEW REQUIREMENT

Job Summary: This position is responsible for the maintaining, programming, and delivery of election equipment; Canvasses precincts on Election Day trouble shooting where required. Performs various other duties as required. Serves the Macon-Bibb County Board of Elections.

Duties and Responsibilities:

1. Maintain a comprehensive, current knowledge and awareness of applicable election laws and regulations.
2. Conduct quarterly maintenance, cleans and inspects voting equipment used during each election. Keeps an updated inventory of all election equipment.
3. Obtain repair maintenance authorization from vendor for equipment that require repairs; Prepare malfunctioning election equipment in specialized boxes for shipment to outside facility for repair after each election.
4. Conduct logic and accuracy testing of all voting equipment used per election and loads/delivers/retrieves the voting equipment to precincts surrounding each election.
5. Assists Poll Managers with opening/closing their precincts when required.
6. Assists with Poll Worker Training and further ongoing training of poll workers and technicians.
7. Assists voters in the office during the early voting period.
8. Assists with identifying new locations for voting.
9. Assists with identifying precinct and district boundary lines during redistricting and relocation of polling locations.
10. Assists with polling locations research for ADA compatibility and accessibility.
11. Performs other related duties as assigned.

Minimum Qualifications:

1. High school or GED with a minimum of three (3) years in the elections and reporting environment or equivalent combination of education and experience to provide knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.
2. Must be a registered voter.
3. Valid Georgia Driver's License, CDL preferred but not required.
4. Must attend yearly training for maintenance and for use of elections equipment.
5. Knowledge of relevant laws governing voter and election process.
6. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
7. Demonstrated ability to work effectively with members of all levels within the organization and public.
8. Demonstrated ability to show good judgment, consistency, timeliness and respect in decision-making.
9. Demonstrated ability to achieve results on a timely basis.

Working Conditions:

1. Works in temperature controlled office environment and external environment subject to heat and cold.
2. Frequent exposure to noise.
3. High activity, multiple deadlines, constant interruptions.
4. High visibility of behavior
5. Frequent physical activity (*lifting up to 50 lbs, stretching, bending, standing*)
6. Must be able to lift heavy equipment up to 50 plus lbs.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER