

**PLEASE POST FOR ALL APPLICANTS TO READ**  
**Macon Bibb County Government**

**POST DATES: 09/26/2018 – Until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Elections Technician (Part Time)**

**JOB CLASS (GRADE): NA**

**HOURLY RATE: \$10.00**

**LOCATION: Board of Elections**

**WORK HOURS: 8:30 AM – 5:30 PM**

**DEPT. HEAD: Jeanetta Watson**

**WORK WEEK: Mon. – Fri.**

**(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. Assist with conduct quarterly maintenance, cleans and inspects voting equipment used during each election. Keeps an updated inventory of all election equipment.
3. Conduct logic and accuracy testing of all voting equipment used per election and loads/delivery/retrieves the voting equipment to precincts surrounding each election.
4. Assists Poll Managers with opening/closing their precincts when required.
5. Assists with Poll Worker Training and further ongoing training of poll workers and technicians.
6. Assists with identifying new locations for voting.
7. Assists with identifying precinct and district boundary lines during redistricting and relocation of polling locations.
8. Assists with polling locations research for ADA compatibility and accessibility.
9. Ability to operate large rental trucks.
10. 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. Valid Georgia Driver's License.
3. Must attend yearly training for maintenance and for use of elections equipment.
4. Knowledge of relevant laws governing voter and election process.
5. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
6. Demonstrated ability to work effectively with members of all levels within the organization and public.

7. Demonstrated ability to show good judgement, consistency, timeliness and respect in decision-making.
8. 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 to 50 lbs., stretching, bending, standing)
  6. Must be able to lift heavy equipment up to 50 plus lbs.
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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**