

Senior Voting Machine Technician Tompkins County

Department: Board of Elections
Classification: Unclassified
Labor Grade: White Collar Grade 10
Approved: 03/23/2006
Revised: 09/16
By: AF, Commissioner of Personnel

SUGGESTED QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associates degree **AND** one year of mechanical and/or technical experience working with personal computers, optical scanner or programmable mechanical devices; **OR**
- (b) Graduation from High School or possession of a GED **AND** three years of mechanical and/or technical experience working with personal computers, optical scanners or programmable mechanical devices; **OR**
- (c) Any combination of training and experience deemed acceptable to the Commissioners of Elections.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Appointment of Senior Voting Machine Technicians is by the Commissioners of Elections and is appointed by the fifteenth day of January each year.

Senior Voting Machine Technicians are required to be a representative of one of the two major political parties as defined in New York State Election Law.

No person shall be appointed as a Senior Voting Machine Technician who is a candidate for any public office to be voted for in Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent is responsible for the care, custody, maintenance, distribution and use of all voting equipment owned by Tompkins County. The work involves establishing and administering procedures for storage, maintenance, delivery, set up, use, and return of all voting equipment and accessories. Other activities include record keeping and the training of technicians and election inspectors. The work is performed under the general direction of the Commissioners of Elections. The incumbent will supervise and coordinate the activities of all subordinate technicians. Duties should be assigned to subordinates in a team setting with each of the two major political parties represented at all times. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Prepare Work Schedules for all technicians;
- Maintain all necessary records regarding voting machines;
- Perform scheduled maintenance on voting machines;
- Oversee activities of Technicians;
- Test Check and Certify voting machines for all elections;
- Maintain inventory of all voting machines and necessary supplies;
- Manage inventory of keys to voting machines and polling sites;
- Train other technicians on how to prepare machines for elections;
- Conduct machine training classes for inspectors;
- Assist commissioners with voter education activities;
- Prepare voting machines for delivery to polling sites;
- Oversee delivery of machines and election supplies to polling sites;
- Schedule Road Checks after delivery of voting machines to polling sites;

- Oversee receiving of machines after each election;
- Prepare voting machines for any recanvass or impoundment after each election.

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