


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Voting Machine Technician		PAY GRADE: B23	
DEPARTMENT: Bureau of Elections		FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Bureau of Elections Supervisor		LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A		SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPROVED:  <i>Department Head/Elected Official</i> <u>Deborah Weir</u> <i>Human Resources Director</i>		09/27/21 <i>Date</i> <u>9/27/21</u> <i>Date</i>	

I. PURPOSE SUMMARY. Under the direct supervision of the Lead Voting Machine Technician, is responsible for vote checking, certifying and maintaining voting machines, deploying equipment and supplies to voting locations, and adhering to election procedures for the Bureau of Elections. Utilizes machine knowledge and election expertise to anticipate issues and outages in line within a strict timeline, quality, and regulatory requirements. Improves equipment performance to increase the effectiveness of system processes, productivity, and election integrity.

II. ESSENTIAL DUTIES.

1. Analyzes troubleshoots and resolves product issues (hardware & software) for voters, election officials, and coworkers in accordance with state statute and vendor contracts
2. Serves as a mobile assistant for over-polling sites, checking that all machines are up and running and making repairs where needed.
3. Documents systems use procedures, known issues, and solutions.
4. Assists in developing the Early Voting and Election Day warehouse delivery schedule, set up, start, and breakdown times, and miscellaneous equipment needed.
5. Assists in the delivery of equipment to voting locations in accordance with state statute and federal law. Performs general custodial duties in the warehouse.
6. Performs support staff functions to ensure continuity of work as assigned.
7. Is responsible for knowing and abiding by all County and department policies and procedures, New Mexico State statutes regarding elections, federal guidelines for retaining records, and applicable New Mexico Administrative Code.
8. Assists in training staff on the use of machines, prepare reports and correspondence relating to machine problems.
9. Builds and maintains relationships with vendor representatives, voting location contacts, and election officials.
10. Assist in the completion of the site reviews.
11. Creates and updates departmental forms inventorying returned equipment used in official elections.

III. ADDITIONAL DUTIES. May be assigned additional related duties.

IV. QUALIFICATIONS.

A. Education. High School Diploma or GED

B. Experience. One (1) year mechanical, electro-mechanical, or computer-related experience

C. Education/Experience substitution. In accordance with county policy.

D. Licenses/Certifications. Must have a valid unrestricted Driver's License (Class D). Must obtain and maintain current Certified Voting Machine Technician at the conclusion of training.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background check and Driver's license record check. Bilingual (English/Spanish) is preferred.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must be able to obtain and maintain required certification at the completion of training, work with a culturally diverse population, work independently with little supervision when performing tasks, taking appropriate action while recognizing when it is necessary to refer to the supervisor, and establish and maintain effective working relationships with others.

2. FREEDOM TO ACT. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instructions but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT. Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS. While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment and must be able to move about the work environment. The employee is required to safely operate a vehicle throughout the County and may occasionally stoop, kneel, crouch, crawl, and climb railings on equipment and work on uneven surfaces. The employee will occasionally lift and move up to 40 pounds. When working with voting machines the employee will push up to 150 pounds with help or supportive devices.

The employee must have the hearing ability to identify audible tones, warning lights, and codes emitted from voting machines.

5. WORK ENVIRONMENT. Essential duties are performed in a combination of indoor and outdoor activities. When working indoors the employee will be under normal controlled temperature conditions, outdoors is subject to various weather conditions. Work surface indoors is even, carpeted, tiled, and/or a concrete floor, outdoors may be concrete and/ or uneven surfaces. The employee may be exposed to long working hours and job-induced mental stress and tension.

6. SUPERVISORY RESPONSIBILITY. Work is performed under the general supervision of the Supervisor, Bureau of Elections. May be assigned by a Lead Voting Machine Technician for work assignments and general daily direction.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

