

**DEPARTMENT:** BOARD OF ELECTIONS  
**CLASSIFICATION:** UNCLASSIFIED  
**APPROVED:** AUGUST 2, 2021

**CLERK/MACHINE TECHNICIAN – (BOARD OF ELECTIONS)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs various clerical and 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 sets up voting machines, programs cards for machines, conducts diagnostic and PreLat testing of machines and any other related duties to the proper functioning and maintenance of the voting machines. Work is performed under the general supervision of the Election Commissioner and Deputy Commissioner. Direct supervision is exercised over Assistant Machine Technician's and Board of Elections Clerks to review work for effectiveness and compliance with laws and policies when setting up the voting machines. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs administrative support activities for the department including assisting in the annual budget preparation, maintaining personnel records and payrolls, bookkeeping, and monitoring expenditures budget control accounts with County Treasurer periodically;
2. Implements National Voter Registration Act (NVRA) and Help America Vote Act (HAVA) requirements followed in accordance with federal and state laws;
3. Maintains financial campaign records for required filers;
4. Collaborates with vendors such as printers of ballots, programming of cards for BMD and Scan machines, and ensuring that state board and election laws are adhered to;
5. Assists in taking petitions for filing;
6. Assists in swearing in and instructing election inspectors and custodians; assigning inspectors to polling sites; and maintaining inspectors, custodians, and party representative records;
7. Prepares advertising copy for department;
8. Answers inquiries and questions on some election law;
9. Assists on quarterly testing of voting machines;
10. Assists in the routine work in connection with the supplies and records required for the registrations and elections in the county;
11. Sets up, organizes and maintains the county Voting System Training and Maintenance Center;
12. Creates and maintains computerized tracking system showing every machine's assigned polling site, chain of custody and condition at all times;
13. Creates and maintains computerized inventory of machine supplies and keeps each machine fully stocked;
14. Performs diagnostic and PreLat testing, including quarterly tests and reports;
15. Troubleshoots regularly to identify any machine problems (ex. electronic board failure, printer jams, low battery, etc.);
16. Repairs connectivity problems of LCD monitor to optical scan and audio tactile interface;
17. Installs system hardware, software, and firmware updates;
18. Programs ballot styles using EMS software;
19. Demonstrates machine operation to election officials or poll workers as needed;
20. 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;
21. Organizes, distribution and set up of accessibility materials, including cones, call boxes, ramps, etc.
22. Organizes, distribution of election day supplies;
23. Assists with recanvases of elections;
24. Scans absentee ballots;
25. Organizes and assists with machine delivery and pickup;
26. Organizes and assists with programming and distribution of electronic poll books for elections and trainings;
27. Organizes and assists with early voting duties and on site preparations;
28. Organizes and assists with all required state audits;
29. Performs results tally management for (RTM) for all election results;
30. Creates and maintains all training class instructions and manuals used in the election process.

**CONTINUED**

**CLERK/MACHINE TECHNICIAN – (BOARD OF ELECTIONS) CONTINUED**

**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 keeping 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 test and diagnose electrical and mechanical systems; ability to troubleshoot and repair computer and electronic equipment; ability to type accurately at a reasonable rate of speed; ability to make arithmetic computations accurately; ability to write legibly; ability to organize and maintain accurate records and files; 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; good judgment; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.