

VOTING MACHINE TECHNICIAN

TOMPKINS COUNTY

Department Board of Elections

Classification Unclassified

Labor Grade G (7)

Approved Reclass Elections Clerk

Revised _____

By AF: Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent is responsible for assisting in the care, custody, maintenance, distribution and use of all voting equipment owned by Tompkins County. The work involves carrying out 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 Senior Voting Machine Technician. The incumbent will work 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:

- Maintain all necessary records regarding voting machines
- Perform scheduled maintenance on voting machines
- Set Up and Test Check voting machines for all elections
- Maintain inventory of all voting machines and necessary supplies
- Manage inventory of keys to voting machines and polling sites
- Assist in Training of 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
- Assist in Overseeing delivery of machines and election supplies to polling sites
- Perform Road Checks after voting machines have been delivered to polling sites
- Perform other pre-Election Day and Election Day activities as needed
- Assist in Overseeing the receiving of machines after each election
- Prepare voting machines for any re-canvass or impoundment after each election

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VOTING MACHINE TECHNICIAN (CONTINUED)

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.

SPECIAL REQUIREMENTS:

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

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 Voting Machine Technician who is a candidate for any public office to be voted for in Tompkins County.

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