

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

(for illustrative purposes)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs various clerical and technical tasks in support of the functions of the Board of Elections. In addition to performing the regular duties of the position, the incumbent is responsible for the functioning and maintenance of the voting machines and the Poll Pads. Work is performed under the general supervision of the Election Commissioners and under direct supervision of the Deputy Commissioners. Direct supervision is exercised over subordinate staff 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:**

Creates and maintains computerized inventory of machine supplies, poll pads, and on-demand printers, to include monthly maintenance and software, firmware and hardware updates;

Troubleshoots regularly to identify machine issues/problems;

Collaborates with vendors such as Dominion, NTS, and Knowink when necessary;

Prepares for upcoming elections, programming ballot styles using EMS software and oversee the testing of ballots;

Organizes distribution of election day supplies;

Organize and assists with machine deliveries and machine pick-ups.

Organize and oversees programming and distribution of electronic poll pads;

Organizes and assists with early voting duties, supplies, connectivity, on demand printers and poll site layout and on-site preparations;

Creates, designs, maintains and updates training manuals for annual poll worker trainings;

Oversees and leads training sessions;

Demonstrates machine and electronic poll book operations whenever needed, including emergency trainings;

Organized and maintains accessibility materials, including cones, call boxes, ramps and other various materials as needed;

May on occasion demonstrate equipment to public schools, farmers' markets, and public venues for educational purposes;

Accessible for early voting and election day responsibilities, to include but not limited to any and all issues or problems they may arise with machines, connectivity, power failures, equipment maintenance;

Responsible for election night reporting using EMS software with support from County IT Department;

Post-election maintenance, organization, and cleanup;

Oversee bi-partisan mandated audits comparing election day ballots and machine totals;

Perform senior support activities for the department including assisting in the annual budget preparation;

Implement all federal and state election laws;

Scanning and support of records, including but not limited to voter registration forms;

Does related work as required.

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Working knowledge of office technology, procedures and equipment; Ability to maintain hardware, software and firmware; Ability to understand and interpret election law. Ability to follow complex oral and written instruction. Attention to detail; courtesy, confidentiality, tact and good organizational skills, personal and professional judgement. Ability to train staff and the ability to set up voting machines for operation using established procedures.

**MINIMUM QUALIFICATIONS:** (This is an unclassified position and qualifications are suggested only)

- A. Possession of an Associates Degree specializing in Information technology, analytics, or closely related field; **OR**
- OR:**
- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and three (3) years of election experience, Information technology, auditing, accounting, records management and retention; **OR**
- C. Any combination of training, education and experience as described above.

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

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Unclassified