



CLASS SPECIFICATION FOR:

## Voting Machine Technician II

### General Statement of Duties:

Programs voting machine equipment; performs routine testing of the logic and accuracy of equipment; delivers and picks-up voting machine equipment at assigned precincts; troubleshoots and repairs equipment; instructs poll workers on the proper use of the equipment; demonstrates equipment as needed; does related work as required.

### Distinguishing Features of Class:

A position in this non-supervisory class will program and perform routine testing of voting machine equipment in advance of Election Day; troubleshoot and repair equipment malfunctions on Election Day in assigned precincts and County-wide as needed; deliver and pickup equipment in assigned precincts; and demonstrate proper use of equipment on Election Day. Work is performed under the general supervision of a Voting Machine Technician III, Voting Machine Assistant Supervisor or Voting Machine Supervisor.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Programs and performs routine testing of voting machine equipment;
- Troubleshoots voting machine equipment's malfunctions and makes necessary repairs;
- May coordinate with supervisors to handle repairs in other precincts, or unusual or more complex equipment repairs;
- Loads, transports and sets-up voting machine equipment in assigned precincts;
- Trains and/or demonstrates voting machine equipment to election officials and poll workers at polling places in assigned precincts;
- May coordinate polling place requests and with supervisors and/or department staff;
- Maintains records and prepares reports as assigned;
- Trains/becomes familiar with new equipment/software relevant to voting machine equipment;
- Performs related work as assigned.

### Required Knowledge, Skills and Abilities:

Considerable knowledge of and familiarity with use and operation of voting machine equipment; basic knowledge of programming; considerable knowledge of Virginia Election processes and laws; good knowledge of the County's geography and polling locations with the ability to efficiently navigate between assigned locations; considerable knowledge of and ability to use hand tools incidental to the programming, maintenance and repair of voting machine equipment; good oral and written communications skills with the ability to follow complex instructions; physical conditioning that permits activities including but not limited to heavy lifting, bending, stooping, stretching, carrying and moving equipment and supplies over diverse terrain and in adverse weather conditions; good interpersonal skills with ability to establish and maintain good working relationships with department staff, co-workers, polling place staff and the public; ability to work independently with minimal instruction and direction; good knowledge and command of English grammar and spelling; ability to maintain accurate records and to prepare concise reports as assigned; good organizational skills.

### Minimum Education and Experience:

Education: High school education including relevant technology classes that provides the information necessary to assist with assigned duties; prefer some college level courses in relevant technology and programming; or

Experience: Three years experience programming and repairing voting machine equipment;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Valid driver's license required to provide/retrieve equipment necessary at assigned locations;
- Physical abilities necessary to bend, stoop, stretch, lift, load, unload, carry, move, arrange, etc. voting machine equipment within and between storage locations and a wide variety of assigned polling locations with diverse terrains and in adverse weather conditions.