



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Elections Technician	<b>Job Code:</b>	4066200	<b>Job Grade:</b>	09
<b>Reports To:</b>	Warehouse Manager	<b>Pos. No:</b>	All	<b>FLSA Code:</b>	N
<b>Department:</b>	Elections	<b>Loc. Code:</b>	2981004	<b>SIC Code:</b>	9223
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	C	<b>EEO Code:</b>	G15

**Summary of Functions:** Prepares election equipment, troubleshoots computer equipment problems, audits and logs all ballots and performs other duties related to the operation of elections.

**Management Scope:** Supervises approximately 3 to 10 part-time workers when preparing for elections.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Prepares, tests and coordinates the set-up of election equipment, computer systems, workstations and supplies to meet specification of voting system.	25	E
2. Assists on election day by: <ul style="list-style-type: none"> <li>▪ Testing precinct counters and responding to problematic calls,</li> <li>▪ Instructing election judges and clerks on voting equipment operations,</li> <li>▪ Preparing supply boxes and supply hand-outs, and</li> <li>▪ Auditing and logging all voted and unused ballots.</li> </ul>	25	E
3. Maintains election equipment by: <ul style="list-style-type: none"> <li>▪ Troubleshooting, repairing and replacing defective parts or equipment to ensure compliance of voting regulations and safety guidelines,</li> <li>▪ Cleaning and storing ballot boxes, voting booths, computers and other equipment, and</li> <li>▪ Ordering and maintaining parts, supplies and inventory.</li> </ul>	25	E
4. Creates and maintains computer database files and updates software.	10	E
5. Supervises and trains part-time employees.	10	E
6. Performs other duties as assigned.	05	N

### **Minimum Qualifications:**

#### Education, Experience and Training:

Graduation from an accredited high school/GED Program. Three (3) years of work related experience or 45 hours of college credit or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to understand and follow written and verbal instructions and maintain effective working relationships with employees, departments and the general public. Requires excellent organizational skills. Must possess a valid Texas Driver's License, with a good driving record. Mandatory drug test prior to and during employment. Restrictions exist on the ability to be a candidate for a public office or an office of a political party, hold a public office, or hold an office of or position in a political party. Special rules apply to political contributions.

Physical/Environmental Requirements:

Ability to perform moderate lifting of files, boxes, copies, and other equipment in excess of 50 lbs., assisted. May require prolonged sitting and standing, use of forklift. May be subject to dust, extreme heat and cold while working in a warehouse environment.

Hay Points/Point Factor:

HS12 = 100, EXP3 = 30, VM2C = 20, PD2C = 25, WH1B = 10, WE2C = 20, IC2A = 15, DL3 = 20, PS3 = 25, RE2A = 15, SF1A = 5, Total: 285

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date September 2003

Approved by Civil Service Commission on

Date November 17, 2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.