

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: **ELECTIONS SPECIALIST - TECHNICAL SERVICES**
CLASS CODE: 6244

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 2/02/2016
DEPARTMENT: CLERK / AUDITOR

JOB SUMMARY

Under general direction of the Chief Deputy – County Clerk/Auditor, provides a wide variety of technical and support services for Elections. Oversees the physical state, overall condition, and functionality of county election equipment. Plans and executes the safe delivery and return of voting system equipment. Responsible for the testing and preparation of equipment for use in an election.

ESSENTIAL FUNCTIONS

Maintains election system equipment records. Orders and installs parts and assembles them to maintain the hardware of the election system.

Organizes and maintains election system equipment in multiple locations. Prepares and ships equipment for repair, replacement or deployment in another County.

Repairs, modifies and otherwise maintains election system hardware and equipment.

Uses a handheld barcode scanner to record inventory and status records for 3,000 individual items that comprise of the voting system.

Creates deployment plans for all election equipment and oversees the execution of the plan, including directing the work of temporary employees. Reviews and makes adjustments to plans with an eye towards continual improvement.

Creates and maintains warehousing and storage plans for all election system equipment and hardware, including equipment at the County Administration Building, the Historic Courthouse and the Election Warehouse.

Assists management in creation of emergency contingency planning and system deployment; Oversees relocation of system assets in accordance with these plans.

Organizes and prepares secured election records and data for retention and destruction as called for by retention schedules. Assists with the overall organization and logistics of all Election operations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Utah Election laws and procedures.

Dominion Voting Systems.

The local community and ability to use maps/mapping software to plan system deployment and driver routes.

Standard office and record keeping practices.

Skill in:

Creating and maintaining record keeping and filing systems, including electronic files.

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Reading, writing, and basic math.

Word processing, data entry, and basic spreadsheets.

Ability to:

Keep an accurate inventory of the operational status and custody of all voting system equipment.

Perform technical duties related to testing and maintaining election voting machines.

Maintain cooperative working relationships with the Public and County employees.

PHYSICAL DEMANDS

Regularly:

Lifts, carries, or otherwise moves objects weighing up to 35 pounds.

Pushes, pulls, or otherwise moves a wheeled cart weighing up to 150 pounds.

Sits at a desk; walks, stands, or stoops.

Works for sustained periods of time maintaining concentrated attention to detail.

Drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled warehouse. Work requires traveling and transporting equipment to various building locations either on foot or by vehicle. Work exposes incumbent to possible bodily injury from working on or transporting equipment, tools, or machinery.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and a combination, totaling three (3) years of logistics, inventory control, warehouse, and/or elections experience. Completed education beyond high school may be substituted for one (1) election cycle or one (1) year of work experience.

Preference may be given to applicants with experience with the Dominion Voting Systems.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Selected applicants may be subject to a background check.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.