

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

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs various clerical and administrative tasks in support of the functions of the Board of Elections. In addition to performing the regular duties of a Board of Elections Clerk, the incumbent sets up voting machines, programs cards for machines, conducts diagnostic and testing of machines and any other related duties to the proper functioning and maintenance of the voting machines. Work is performed under the general supervision of the Election Commissioner and Deputy Commissioner. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Performs administrative support activities for the department during peak election times and when Election Commissioners and Deputy Commissioners attend training seminars or local election conferences. Files paperwork, answer phones, issues and receives absentee ballots, and assists with customer requests; Collaborates with vendors such as printers of ballots, programming of cards for BMD and Scan machines, and ensuring that state board and election laws are adhered to; Assists in swearing in and instructing Election Inspectors; Answers inquiries and questions on some election law; Assists on quarterly testing of voting machines; Sets up, organizes and maintains the county voting system training and maintenance; Creates and maintains computerized tracking system showing every machine's assigned polling site, chain of custody and condition at all times; Creates and maintains computerized inventory of machine supplies and keeps each machine fully stocked; Performs diagnostic and testing, including quarterly tests and reports; Troubleshoots regularly to identify any machine problems (ex. electronic board failure, printer jams, low battery, etc.); Repairs connectivity problems of LCD monitor to optical scan and audio tactile interface; Installs system hardware, software, and firmware updates; Programs ballot styles using EMS software; Demonstrates machine operation and electronic pollbooks to election officials or poll workers as needed; Assists in organizing distribution and set up of accessibility materials; Oversees mandated yearly training of election inspectors and coordinators as per New York State Election Law which includes voting machines and electronic pollbooks; Performs record retention and record disposal of documents as per New York State Election Law; Perform full document scanning of registrations and any documents received; Assists and performs early voting setup, coordination of "on call" availability; Perform 3% post-election audit during re-canvas and other duties relating to the re-canvassing process.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of the laws, policies, and procedures for elections; Working knowledge of voting machine equipment operation and maintenance; Working knowledge of office terminology, procedures, equipment, business arithmetic and business English; Working knowledge of the methods used in keeping and checking financial accounts and records; Fact finding and problem resolution skills; Skills required to operate and maintain modern computer hardware, Software, and related peripherals; Ability to test and diagnose electrical and mechanical systems; Ability to troubleshoot and repair computer and electronic equipment; Ability to type accurately at a reasonable rate of speed; Ability to make arithmetic computations accurately; Ability to write legibly; Ability to organize and maintain accurate records and files; Ability to understand and interpret oral instructions and/or written directions; Ability to perform close, detail work involving considerable visual effort and strain; Ability to develop effective working relationships and deal diplomatically with the public; Ability to work under pressure and adhere to time constraints; Clerical aptitude; Mental alertness; Good judgment; Neatness of appearance; Tact and courtesy; Physical condition commensurate with the demands of the position.

**NOTE:** The employee must occasionally lift and/or move up to 25 pounds.

Unclassified

Adopted 11/23/2021