Job Opportunities & Classification Specifications

Elections Technician

Requirements for the Position

SUPERVISION EXERCISED

Works under the supervision of the Elections and Recording Manager, who assigns work, sets goals and reviews work for accuracy and conformance to department standards and laws governing the elections process.

SUPERVISION EXERCISED

Provides assistance to the Elections and Recording Manager.

PHYSICAL REQUIREMENTS:

Drives a motor vehicle in the performance of duties; uses depth perception; speaks with a clear and audible voice; hears a normal speech level; sits; stands; bends; moves about the work area; uses hands and fingers to reach, grasp and manipulate objects; operates a computer; bends;

1. Graduation from high school, preferably supplemented with course work in computer systems, office management, and/or office procedures; AND

2. Four (4) years of progressively responsible office experience, (Preferably in a lead role.) which includes two (2) years of experience with data processing equipment and the pick-up of ballots.

3. Any satisfactory equivalent combination of experience, education and/or training relevant to the position.

4. Any satisfactory equivalent combination of experience, education and/or training relevant to the position.

APPLY