



FORSYTH COUNTY (NC)
invites applications for the position of:
**Department IT Support
Technician**

SALARY: \$16.86 - \$19.39 Hourly
\$35,073.07 - \$40,334.03 Annually

OPENING DATE: 05/07/18

CLOSING DATE: 05/27/18 11:59 PM

LOCATION: Government Center, 201 N. Chestnut Street, Winston-Salem

DEPARTMENT: Board of Elections

GENERAL STATEMENT OF DUTIES:

Come join the Forsyth County Elections Department! This is a great opportunity for someone with elections experience and/or an information technology background in administering elections in a major jurisdiction, and to be a part of an organization that promotes innovation and modernizing elections administration.

The person in this position will provide technical, analytical and operational support in the administration of all elections and the elections department as a whole. Responsibilities include ballot coding and design, vote tabulation and reporting, preparing the registration books and the electronic pollbook system, testing of voting systems, website management, and overseeing the maintenance of the State Election Information Systems (SEIMS) statewide voter registration database system.

Elections management experience or post-secondary degree in Information Systems or Computer Science preferred.

DISTINGUISHING FEATURES:

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MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and three years of relevant experience working with computer systems or technology. Must have a valid N. C. driver's license. A higher education level may be considered as a substitution for all or part of the experience requirement.

For all positions requiring a four year degree or above, that degree should be from an appropriately accredited institution. Forsyth County is an equal opportunity employer. Contact Human Resources if you need special assistance.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.forsyth.cc>

Position #03355
DEPARTMENT IT SUPPORT TECHNICIAN
AS

201 N. Chestnut St.
Winston Salem, NC 27101
336-703-2400

hr@forsyth.cc

Department IT Support Technician Supplemental Questionnaire

1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to the questions.
 Yes, I accept and agree
 No, I do not agree
- * 2. Do you have a High School Diploma or GED and three years of relevant experience working with computer systems or technology?
 Yes No
- * 3. What is your highest level of education?
 High School Diploma or GED
 No Degree
 Some College
 Associate Degree
 Baccalaureate Degree
 Master's Degree or above
- * 4. Do you have any experience using Microsoft Access, specifically developing macros and creating forms?
 Yes No
- * 5. If you answered yes to the preceding question, please detail where you gained this experience, and in what capacity.
- * 6. Do you have any experience using ArcGIS?
 Yes No
- * 7. If you answered yes to the preceding question, please detail where you obtained this experience, and in what capacity.
- * 8. Do you have any experience using the ES&S Unity software, specifically in ballot coding?
 Yes No
- * 9. If you answered yes to the preceding question, please detail where you obtained this experience, and in what capacity.
- * Required Question