

# United States Election Assistance Commission

---

## Election Technology Specialist

Announcement number

**EAC-10275125-18-CB**

### Overview

- **Open & closing dates**

08/07/2018 to 08/21/2018

- **Service**

Excepted

- **Pay scale & grade**

AD 00

- **Salary**

\$56,233 to \$106,012 per year

- **Appointment type**

Permanent - Excepted Service

- **Work schedule**

Full-Time

[Help](#)

### Location

1 vacancy in the following location:

- 

[Silver Spring, MD](#)

**Relocation expenses reimbursed**

No

**Telework eligible**

Yes as determined by agency policy

[Help](#)

**This job is open to**

- 

**[The public](#)**

[U.S. citizens, nationals or those who owe allegiance to the U.S.](#)

**Announcement number**

EAC-10275125-18-CB

**Control number**

507322500

- Videos
- Duties

[Help](#)

**Duties****Summary**

Please read the "Responsibilities" section and click on "Learn more about this agency."

[Learn more about this agency](#)

**Responsibilities****Key Requirements:**

- Ability to serve as technical and policy advisor to key officials pertaining to the overall Voting System Testing and Certification Program and guidelines.
- Must have expertise of election technology policies practices and processes.
- Must be proficient in the security risks and threat profiles applicable to election technologies.
- Expertise in interpreting and translating technical documentation and other communications to a multitude of audiences.

### **Major Duties:**

The Election Technology Specialist may serve as a Project Manager for test campaigns, as an Auditor for Quality Management Systems and Quality Assurance audits as well as a liaison for general election technology issues. As the Project Manager, incumbent is responsible for the management of many independent projects, such as a voting system test application, manufacturer registration, or voting system test laboratory application. The incumbent will also assist in the development and review of new or updated Voluntary Voting System Guidelines. The incumbent may be trained for the capacity to act as a lead auditor for quality management systems and quality assurance audits to international, technical, and industry standards.

The incumbent is expected to have an in-depth knowledge of election technology policies, practices, and processes in order to facilitate communication amongst all stakeholders, including security experts, election officials, academics, politicians, general public, etc. The incumbent must be adaptable to ever changing technologies in order to improve the process and programs of the Testing and Certification Division. The incumbent should also be proficient in the security risks and threat profiles applicable to election technologies.

### **Travel Required**

Occasional travel - 25%

### **Supervisory status**

No

### **Promotion Potential**

00

- **Job family (Series)**

### [0301 Miscellaneous Administration And Program](#)

#### **Requirements**

#### **Conditions of Employment**

- Candidates must meet all qualifications prior to the closing date of this announcement.
- Candidates must be a US Citizen.
- **Candidates must be available to travel 25% of the time.**
- *Accreditation as a Lead Auditor for an international or other industry recognized standard for quality management systems may be required **to** be obtained within 12 months of hire.*

#### **Qualifications**

#### **Specialized Experience:**

Candidates must have expertise working with Voting Systems and Programs and be knowledgeable of election technology policies, practices and processes to facilitate communication among stakeholders, security experts, election officials, politicians and others.

#### **Education**

This job does not have an education qualification requirement.

#### **Additional information**

#### **Benefits:**

Tele-work / telecommuting may be made available after an established waiting period.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

[Read more](#)

### **How You Will Be Evaluated**

You will be evaluated for this job based on how well you meet the qualifications above.

Once the application process is complete, a review of your resume/application will be made to ensure you meet the qualification and job requirements for this position. Please follow all instructions carefully. Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities, and/or competencies.

### **Technical Competencies:**

- In-depth technical knowledge of project management practices and the skillset to apply them to an array of election technology and/or other IT projects.
- Familiar with Federal voting system standards and comfortable with discussing standards in public forums.
- Expertise in interpreting and translating technical documentation and other communications to a multitude of audiences, and aptitude for translating technical information into policy or legal communications.
- General knowledge and understanding of information security principles and standards to election technologies.
- Proficiency in international and/or other industry standards for quality assurance and quality management systems, including configuration management.

[Read more](#)

### **Background checks and security clearance**

#### **Security clearance**

[Not Applicable](#)

#### **Drug test required**

No

- Required Documents

[Help](#)

## **Required Documents**

Resume and supporting documents.

- Benefits

[Help](#)

## **Benefits**

[Review our benefits](#)

- How to Apply

[Help](#)

## **How to Apply**

You must submit your application so that it will be received by the closing date of the announcement.

Your application package must include the following:

A resume or an Optional Application for Federal Employment (OF 612) or any other format. Although we do not require a specific format, certain information is required to determine if you are qualified;

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility;

A copy of your most recent performance appraisal. If you do not have a recent performance appraisal, please explain why.

All APPLICATION MATERIALS MUST BE SENT TO: [resumes@eac.gov](mailto:resumes@eac.gov)

[Read more](#)

## **Agency contact information**

Corliss Jackson

**Phone**

[202-853-4780](tel:202-853-4780)

**Email**

[Resumes@eac.gov](mailto:Resumes@eac.gov)

**Address**

US Election Assistance Commission  
1335 East West Hwy  
Suite 4300  
Silver Spring, MD 20910  
US

[Learn more about this agency](#)

**Next steps**

Please read the "How You Will be Evaluated" section.

- Fair & Transparent

**Fair & Transparent**

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

**Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

**[Read more](#)****Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity

announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).

**[Read more](#)**

### **Legal and regulatory guidance**

- [Financial suitability](#)
- [Social security number request](#)
- [Privacy Act](#)
- [Signature and false statements](#)
- [Selective Service](#)
- [New employee probationary period](#)