ESSENTIAL JOB FUNCTIONS:
- Performs programming, testing, preparation, preventative maintenance, security and inventory control of electronic voting machines.
- Prepares and maintains accurate geographic data for voter registration to ensure correct voting combination assignment.
- Prepares, assemblies and coordinates distribution of voting materials; sets up Direct Record Electronic voting machines; programs election computer program; collects and counts ballots; and reports ballot totals to appropriate authorities.
- Writes, tests and certifies ballot generation, tabulation program and procedures; oversees and assists with programming electronic voting equipment for each election.
- Creates, updates and performs poll worker training both on voting machines and general election duties in preparation for Elections.
- Completes related GIS projects and conducts analysis as required for Elections/Registration Operations and as requested by the Dorchester County GIS Coordinator.
- Converts existing maps and/or engineering drawings to a computerized database; and/or develops maps, graphics and/or engineering drawings from sketches, verbal information or from field observations using coordinate geometry.
QUALIFICATIONS:

Education and Experience:
Associate degree with emphasis in GIS mapping, drafting, data processing or a closely related field.
Requires at least two (2) years of related work experience.

Special Qualifications:
Must possess valid state driver's license.
Must obtain certification from the State Election Commission within two (2) years of employment.
Must obtain GIS Fundamentals certificate within first two years of employment or have equivalent of two years' work-related experience with ArcGIS.
Preferred experience in Election Ware.

ADDITIONAL REQUIREMENTS:

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.dorchestercountysc.gov

201 Johnston Street
St. George, SC 29477
843-832-0144

hdgoet@dorchestercountysc.gov

ELECTIONS ANALYST Supplemental Questionnaire

* 1. Do you have a high school diploma or G.E.D?

☐ YES
☐ NO

* 2. Do you have a valid driver's license?

☐ YES
☐ NO

* 3. Do you have an associate's degree, or vocational technical degree?

☐ YES
☐ NO

* 4. Are you willing to obtain certification from the State Election Commission within (2) two years of employment?

☐ YES
☐ NO

* 5. Are you willing to obtain a GIS Fundamentals certificate within the first two years of employment or do you have equivalent of two years work-related experience with ArcGIS?

☐ YES
☐ NO

* 6. Are you able to lift at least 45 pounds on a consistent basis?

☐ Yes  ☐ No

* 7. Are you able to work extended hours in addition to your regular schedule with or without notice?

☐ Yes  ☐ No
8. Describe in detail a project that you managed which required you meet a strict deadline.

9. Describe your experience with database related software or other closely related programs.

Required Question