



Dorchester
COUNTY

DORCHESTER COUNTY
invites applications for the
position of:

ELECTIONS ANALYST

SALARY:	\$22.58 - \$28.79 Hourly \$46,964.61 - \$59,880.12 Annually
DEPARTMENT:	ELECTIONS & REGISTRATION
OPENING DATE:	07/09/21
CLOSING DATE:	Continuous
DESCRIPTION:	

The purpose of the class is to perform moderate to complex elections processing and analysis functions to support the operation of the County's Electronic Voting Systems including maintenance, programming, testing, inventory control, security and election-day preparations. The class performs high level elections systems and GIS related work; gathers, updates and interprets geographic and demographic election data; maintains and supports the public information and communication efforts for elections; and conducts related research and analysis. The class also provides technical assistance, organizational planning and back up to the elections and registration offices as well as furnishes additional GIS related support to the County GIS Coordinator for special projects and assistance as needed. The purpose of the class is to perform moderate to complex elections processing and analysis functions to support the operation of the County's Electronic Voting Systems including maintenance, programming, testing, inventory control, security and election-day preparations. The class performs high level elections systems and GIS related work; gathers, updates and interprets geographic and demographic election data; maintains and supports the public information and communication efforts for elections; and conducts related research and analysis. The class also provides technical assistance, organizational planning and back up to the elections and registration offices as well as furnishes additional GIS related support to the County GIS Coordinator for special projects and assistance as needed.

DUTIES:

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, assembles 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.

- Interprets and plots survey field notes and plans; completes layouts from engineering notes through computer-assisted programs.
- Assembles technical data on many different forms or in special formats for use and analysis by planners, engineers, other business professionals, County managerial staff and other agencies.
- Maintains a variety of logs, records and files related to work assignments.
- Receives and responds to inquiries and requests for assistance from other County/city departments and government agencies, realtors, developers, engineers, attorneys, surveyors, other professionals and the general public.
- Performs general clerical work as required including, but not limited to, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, etc.
- Attends seminars and training as required to enhance or maintain job knowledge and skills.
- Performs other related job duties as assigned.

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>

Position #01292
ELECTIONS ANALYST
EB

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

hrdept@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

