



STORY COUNTY
invites applications for the position of:

Election Systems Technician

SALARY: \$21.12 Hourly
\$1,689.60 Biweekly
\$3,660.80 Monthly
\$43,929.60 Annually

OPENING DATE: 06/04/21

CLOSING DATE: Continuous

SUMMARY DESCRIPTION:

Performs intermediate administrative work overseeing the information and technology related to voter registration and election management systems, and related work as apparent or assigned. Work is performed under the limited supervision of the Deputy Auditor of Elections. Job posted until position is filled.

JOB DUTIES/RESPONSIBILITIES:

- Develops and maintains database, spreadsheet and other resources for analysis and reporting purposes; provides reports and data analysis as requested by the Auditor or Deputy of Elections.
- Participates in researching new predictive analytics methods, reporting and data visualization approaches to facilitate information sharing and decisions making; makes recommendations concerning such methods to County Auditor and/or Deputy Auditor of Elections.
- Enters data into various election software; establishes and updates files; retrieves information and prepares documents; keys and verifies election history including election changes, additions, deletions; processes NVRA forms and reports.
- Analyzes technological needs, evaluates problems and provides solutions for current and future election systems; installs software and hardware as needed; runs stats program updates; coordinates deployment, provides technical support and training to system users in the Auditor's Office; performs voting machine testing; serves as liaison to external agencies and entities in regards to election software and hardware.
- Assists with various election processes such as candidate filing; voter registration, absentee voting and election official training; establishes and maintains written procedures and documentation for various election processes.
- Acts as technical liaison with the County IT Department, system vendors and the Secretary of State's Office.

- Provides reports and data exports as requested by the public, media, candidates and political parties; answers public inquiries by mail, phone, email and in-person; provides specialized voter and election information regarding services and operations of the Auditor's Office to other staff members, elected officials, candidates and to the general public.
- Assists with managing the office's website, intranet and other technological solutions.

QUALIFICATIONS:

Associates/Technical degree in Business, Public Administration, Management Information Systems, Computer Science or related field and moderate experience in database administration, voter registration or election management system administration, or equivalent combination of education and experience.

Valid driver's license in the State of Iowa.

Iowa State Election Administrator Training Certificate within two years of hire.

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

E-VERIFY PROCESS:

Story County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with Story County must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity. Please be prepared to provide required documents on the first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-382-7200 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

PHYSICAL & ENVIRONMENTAL CHARACTERISTICS:

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

This work occasionally requires exposure to outdoor weather conditions and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.storycountyjowa.gov>

Position #EST-FTE June 2021
ELECTION SYSTEMS TECHNICIAN
NM

900 6th Street
Nevada, IA 50201
(515) 382-7204

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