This is a full-time position and receives all benefits afforded to regular employees. This position requires working 40 hours per week.

**Summary:** The purpose of this job is to provide technical and administrative support to the Director of Elections and Registrations and the Board of Elections. The Elections Technician will manage inventory and maintenance of the State supplied voting system.

**Essential Functions of the Job:** The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. This classification is part of the broad-band compensation plan. Duties listed may not be performed by all incumbents, and level may be assigned in accordance with the skills and proficiencies demonstrated by the incumbent.

- Maintains a complete inventory of the State supplied Voting System. Establishes and implement a routine maintenance schedule for the voting system. Schedules and gives notice for the Logic and Accuracy (L&A) Testing for each election as required by State Law.

- Notifies the Director of Elections of any repairs needed or issues with the voting system. Contacts the voting system vendor to arrange for repairs. Receives the election database from the Secretary of State and install it on the EMS server. Prepares the Ballot Printer for printing the test deck and emergency/provisional ballots for elections. Completes an inventory of ballot paper, toner cartridges, and toner drums needed for ballot printing. Completes an inventory of envelopes, labels, and other required inserts for absentee ballots.

- Coordinates the preparation of memory cards and encoders for voting machines prior to all elections. Updates and prepares the Poll Pads for each election. Assists in scanning of ballots during tabulation. Assists as required in adjudication of ballots during the Vote Review process.
• Prints reports as required by the State and Director of Elections. Prepares an export of the election reports to be transmitted to the State via the ENR program.
• Maintains a back-up of all election data on the EMS server and required L&A paperwork. Assists the Assistant Director of Elections in training new Poll Workers and presenting public demonstrations of the election equipment as needed.

• Assists office staff with processing and maintaining Voter Registrations in the State’s database. Performs regular maintenance on the ENET database making sure that all Glynn County addresses are updated. Verifies that no Glynn County voter is being registered at a commercial address. Prepares supplies for voting locations to include blue boxes and manager’s bags and coordinate the check-out of those supplies to the Poll Managers.

• Provides administrative and technical support for voter registration functions; distributes voter’s registration applications and candidate information; provides information to the media as appropriate; processes voter registrations and changes in voter status due to change of name/address, move out of area, death, or felony; processes absentee voting; assists in preparing accurate ballots for printing; prepares and loads supply boxes and ballot boxes; loads boxes into optical scan bins and loads voting machines into bins; assists in delivering election materials to Clerk of Superior Court’s Office.

• Oversees delivery of the voting system equipment by the Glynn County Public Works department. Receives the memory cards from the election and import the results into the EMS server.

• Provides clerical/secretarial support for department director and/or staff of assigned department; maintains calendars and schedules meetings, appointments, or other activities; types, edits, or proofreads correspondence; transcribes dictation; coordinates travel arrangements, accommodations, conference registrations, or related plans for department staff.

• Performs reception functions; answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary; operates two-way radio to dispatch service crews as needed.

• Performs customer service functions; provides information/assistance regarding department services, activities, procedures, fees, or other issues; distributes forms/documentation as requested; assists individuals in completing forms; responds to routine questions or complaints and initiates problem resolution.
• Provides clerical support for voter registration functions; distributes voter’s registration applications and candidate information; provides information to the media as appropriate; processes voter registrations and changes in voter status due to change of name/address, move out of area, death, or felony; processes absentee voting; assists in preparing accurate ballots for printing; prepares and loads supply boxes and ballot boxes; loads boxes into optical scan bins and loads voting machines into bins; assists in delivering election materials to Clerk of Superior Court’s Office.

• Assists in preparing for meetings, hearings, or other activities; reserves and sets up meeting rooms; assists in assembling packets and preparing packets for mailing; attends meetings and records minutes as needed; types/distributes meeting agendas and minutes; maintains official records.

• Performs miscellaneous tasks associated with operations of Board of Elections as needed; performs other duties as required.

**Qualifications:** High school diploma or GED; Information Technology training or experience. Prior election experience is preferred, file maintenance, data entry; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Special Requirements:** Valid Driver's License is required.

https://glynncounty.org/DocumentCenter/View/77320/ELECTIONS-TECHNICIAN
https://www.glynncounty.org/78/Board-of-Elections