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<th><strong>Personnel Classification</strong></th>
<th><strong>Junior Chief Technology Deputy (JCTD)</strong></th>
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| **Salary Range (Non-Exempt)** | $25.44 - $44.36 Hourly  
$2,035.20 - $3,548.80 Bi-Weekly  
$52,915.20 - 92,268.80 Annually | **Hours of Operation** | Business Hours 8:00 a.m. – 5:00 p.m.  
or Flex/Overtime As Needed |
| **Minimum Physical Requirements** | • Ability to lift 30 lbs.  
• Ability to drive large van or truck up to 26 feet |

*The Supervisor of Elections Office is an Equal Opportunity Employer and does not discriminate because of race, color, religion, sex, age, citizenship, marital status, disability, or national origin.*

**Job Responsibilities**

Under direction of Chief Technology Deputy:

1. Performs day to day operation of technical staff ensuring that all procedures are carried out in accordance with Election Laws, office policies and procedures.
2. Performs all technical aspects of the Voter Registration software.
3. Responsible for Windows servers and workstations security patches including 3rd party software.
4. Follow scheduled maintenance for all election and office equipment.
5. Monitor logs on firewall, servers, Microsoft Exchange (E-mail), backups and Antivirus control center.
6. Communicate with vendors and Florida Division of Elections (DOE) regarding any nuance that may arise regarding hardware and software.
7. Assists office personnel in coordination of information requested by courts, agencies, candidates, and public.
8. Performs any computer configuration and technical requirements with the approval of the Supervisor of Elections (SOE).
9. Prepares technical supply requests routing all requests through the SOE for approval.
10. Prepares reports on all technical areas and required security updates.
11. Responsible for ballot layout and presentation to the SOE for approval.
12. Responsible for coding election parameters and testing of tabulation system.
13. Manages and prepares test decks and tabulation reports.
14. Trains permanent and temporary employees in assigned technical duties.
15. **Customer Service**
   a. Must be able to provide proper customer service to the public in person or via telephone.
   b. Ability to deal with the public, with clear expression in English.
   c. Clear and concise rapid response to the public is required regarding all office matters.
   d. Ability to answer questions from the public pertaining to elections, registration requirements, voting procedures, etc.
   e. Never makes statements or comments to the media/press unless directed by the SOE. No exceptions.
16. Follow all safety rules and procedures and contribute to the safety of co-workers and general public.
17. The omission of specific statements of duties does not exclude them as essential job functions if the work is similar, related, or a logical assignment to include facility physical organization and cleaning.
### Minimum Qualifications

- Must be U.S. Citizen, Florida driver license, registered to vote and able to obtain and/or maintain a nationwide background check
- Associate degree or equivalent experience
- Certification: CompTIA Security+ preferred or equivalent experience
- 2-5 years of IT experience to include troubleshooting laptops, desktop devices, peripheral equipment, and basic client Outlook issues.
- Experience troubleshooting issues related to Active Directory topology, Domain Group Policy and related features in a domain environment.
- Basic understanding of networking concepts such as DNS, DHCP, Email, HTTP, SSL, OSI Model, and TCP/IP protocols and applications.
- Experience using remote hardware diagnostics through system management technologies, such as Dell OpenManage and iDRAC.
- Expertise in one or more specialized areas of IT such as Microsoft Administration, Linux OS, and Dell IOS (CLI).
- Knowledge of centralized patching and configuration solutions, such as WSUS and the System Center Suite.
- Experience with Network Attached Storage (NAS) and network printers.

### Critical Skills/Expertise

- Experience with SQL Server 2012, 2016 and latest, IIS and Certificate Management is a plus
- Background on VMWare 6.5 Enterprise solution
- Configuring network specifications including Firewall interface configuration, routing protocols, VLAN management, ACLs.
- The ability to work independently and as part of a team on assigned projects and tasks. All employees must be willing and able to assist in all departments when needed.
- Education & Certifications
  - Associate's degree in an Information Technology or related field or have 2-5 years of experience supporting IT. An equivalent certification and experience will be recognized.
- Must be able to converse with the public in person or via telephone.
- Knowledge of business English, grammar, spelling, and arithmetic.
- Knowledge and understanding of the Florida Code of Election laws.
- Ability to evaluate situations and make good judgement decisions.