

Job Class Code: 0893	FLSA Status: Non-exempt
Pay Code: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION

The purpose of the job classification is to provide technical service related to the proper maintenance, repair, upkeep, and testing of electronic voting machines or other voting equipment. The class is responsible for testing all election materials and electronic voting machines, performing service set-up of the machines for each election, and troubleshooting and replacing malfunctioning voting machine parts. The class works within a general outline of work to be performed under general supervision.

TYPICAL TASKS

<ul style="list-style-type: none"> • Prepares voting machines for use in elections by performing required setup, testing procedures, and verifying correct results. • Inspects voting machines returned after election and records any sign of damage or malfunction. • Disassembles, prepares, and packs the electronic voting equipment for storage after elections. • Repairs and maintains voting machines; troubleshoots and identifies various problems with voting machines. • Responds to polling sites to resolve issues with voting machines. • Demonstrates voting machine operation to elections officials. • Delivers voting machines and election materials to various locations. • Performs other related duties as assigned.
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GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs manual and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others, making frequent decisions affecting the individual, coworkers, and others who depend on the service or product.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of the tools, procedures and techniques of electronic and mechanical voting machine maintenance and repair; knowledge of policies related to the use and operation of voting machines; knowledge of the software used in preparing and printing voting machine ballots.
Skills	Must be skilled in troubleshooting issues.
Abilities	Ability to work well with others; communicate effectively, both orally and in writing; use computer applications; and follow oral and written instructions.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a high school diploma or GED.
Experience	In addition to satisfying the vocational/educational standards, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license with a driving record in compliance with the City's Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe, and does not necessarily list, the essential functions for a given position in a classification.

Created 03/17