

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Elections Technical Specialist

POSITION NUMBERS: ELX003A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs a variety of non-clerical duties. A valid driver's license and reliable personal vehicle are mandatory for this position. Drives an assigned route on election day to monitor polling places, deliver supplies, and assist with voting equipment and questions. Participates in testing of equipment and other election related activities. Performs other duties as required. This position is supervised by the Elections Systems Specialist.

WORK PERFORMED

- 40% Election Day Support.** Provides assistance to board workers on election day. Drives an assigned route monitoring polling places, delivering supplies, assisting with voting equipment and answering questions. Assists with set up and installation of special equipment for The Help America Vote Act as needed.

- 30% Testing of Voting Equipment.** Prepares voting equipment for elections including checking paper and ribbons to assure optimum performance. Performs marking and testing of ballots on the current voting equipment in order to reach the desired Logic and Accuracy test results.

- 30% Related Election Duties:** Conducts Voter Registration Drives as requested for August and November elections or as needed at various locations throughout the year. Distributes equipment and supplies the day before the election and assists in the return of the equipment following an election by helping with inventory and performing function tests. Assists at Board School the week prior to each election.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Modern office practices, procedures, and equipment
- Business English, Spelling, Arithmetic
- Knowledge of Topeka and Shawnee County

Ability to:

- Understand and follow oral and written instructions
- Make routine arithmetical computations and tabulations accurately and with reasonable speed
- Communicate effectively, both orally and in writing, using the English language
- Drive in all types of inclement weather and drive after dark
- Work for sixteen (16) hours with lots of walking and climbing in and out of a vehicle
- Lift and move election equipment

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Skill in:

- Assessing difficult situations and applying sound judgment.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling		X			Bending	X				High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting	X				Around Moving Machinery		X		
ARMS					Carrying		X			Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions	X			
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing		X			LEGS/FEET					Electrical Hazards	X			
EYES					Walking		X			Slippery Surfaces	X			
Near Vision				X	Standing		X			Work Above Ground	X			
Far Vision		X			Sitting				X	Work Below Ground	X			
Color Vision		X			Carrying		X			Irregular Surfaces	X			
VOICE					Climbing		X			Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting			X				X		

EQUIPMENT USED

Personal Computer
Printer
Telephone

Fax Machine
Paper Shredder
Photocopier

Calculator

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Valid Driver's License (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

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SPECIAL REQUIREMENTS

Required to lift forty (40) pounds.

The regular election cycle is from May of even numbered years through April of odd numbered years. This position will work throughout regular election cycles, but the primary work hours will be twenty (20) to thirty (30) hours weekly during the months of July and October for even numbered years and during the months of January through April for odd numbered years. Additional work time will be sporadically required in off election times.

Must be willing and able to drive personal vehicle for work purposes - mileage will be reimbursed at the current county rate.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 04/14
Revision History: 09/17