

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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**Bethany O'Rourke** Personnel Officer

## NOTICE OF VACANCY VOTING MACHINE TECHNICIAN

**Date of Issue: 03/13/19**

The title of Voting Machine Technician is **Unclassified**. Estimated start date: April 2019. Preferred qualifications are listed below.

### **Responsibilities:**

- Voting Machine preparation, diagnostic testing, troubleshooting and maintenance
- Component level repair and replacement
- System hardware, software, and firmware updates
- Effectively report technical issues and resolutions
- React to and complete assigned trouble calls within a timely manner
- Enter election data into closed-network database
- Maintain County BOE website
- Educational/teaching support with returning and incoming poll inspectors

### **Required Skills:**

- Enthusiastically embraces new technologies
- Ability to work well under pressure
- Excellent fact finding and problem resolution skills
- Ability to carry up to 30 lbs. and push heavy equipment on wheels

### **Desired Skills:**

- Demonstrated proficiency testing and diagnosing electrical and mechanical systems
- Troubleshooting and maintenance experience with computer and electronic equipment
- Experience using MS Windows based operating systems, Inkjet printers, scanners, memory card programmers and memory media

### **Status:**

Unclassified in accordance with NYSCSL §35

### **Work Hours:**

Part time, days; 17 hours/week; will vary for mandated trainings & during election cycle

### **Salary:**

\$16.93 / hour

### **Location:**

Tioga County Board of Elections

### **Apply to:**

James Wahls, Democratic Election Commissioner  
Tioga County Board of Elections  
PO Box 306  
Owego, NY 13827  
[Wahlsj@co.tioga.ny.us](mailto:Wahlsj@co.tioga.ny.us)  
607-687-8219

Applicants must provide a completed application for employment. To download application: <https://www.tiogacountyny.com/media/2134/application2016january.pdf>

### **Apply by:**

**APPLICATIONS ACCEPTED UNTIL POSITION HAS BEEN FILLED**