

**Job Description: EQUIPMENT TECHNICIAN/DEPUTY CLERK**

**Class No.** 424  
**Position No.** 490-8701/8705  
**PAY GROUP:** 12

**Department:** Election Office  
**EEOC CATEGORY:** Administrative Support  
**FLSA:** Non-Exempt

**SUMMARY:** This position provides technical assistance in a professional manner and performs other required activities during each election. Performs maintenance, testing, preparation, training, delivery and return of election equipment used during Early Voting and on Election Day. Responsible for organization and arrangement of warehouse, to include physically moving equipment and supplies. Records the movement of the voting equipment and components throughout the election process. Maintains inventory of all election equipment, components and supplies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs required inspection, maintenance and testing of voting equipment before and after each election.
- Notifies supervisor of any mechanical, maintenance or safety issues with recurring problems related to any equipment owned or rented by the department.
- Stages the delivery and return of the Early Voting and Election Day equipment and supplies, utilizing the physical ability required to maneuver the equipment carriers.
- Maintains an inventory of voting equipment and supplies.
- Responsible for maintaining order in the warehouse.
- Provides assistance to early voting clerks and election officials in a clear and professional manner.
- Provides technical support on Election Day and during Early Voting.
- Assists in election officials training by setting up equipment, chairs, and video equipment. Also assists with technical portion of training.
- Resolves routine questions and problems concerning voting equipment and procedures.
- Troubleshoots in field service environment related to Early Voting and Election Day, DRE equipment and network communications.
- Tests the electronic poll book laptops to ensure connectivity and accuracy prior to deployment.
- Attends training as assigned by supervisor to maintain, enhance, or acquire job skills.
- Performs all other related duties as required.

**Other Duties**

- Maintains voter registration and elections records for Guadalupe County.
- Performs customer service duties, including answering the telephone, transferring calls, and taking messages as appropriate.
- Assists voters with voter inquiries.
- Performs other duties as assigned.

**OTHER REQUIREMENTS**

Regular attendance and punctuality are essential. Employee must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Employee may be required to work extended or

varied hours based on the Election Cycle. Requested accommodations to work hours and schedules are considered on an individual basis.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the employee is required to sit, stand, walk, bend, stoop, climb, lift, push and pull. Ability to lift up to 75 pounds is required. Employee will also be expected to push and pull up to 500 pounds. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

#### **DECISION MAKING**

The duties and tasks of this position are complex and varied in content but standardized in process and procedures. Employee resolves routine and some complex questions and problems and refers the most complex issues on to higher levels.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Skills: Ability to learn and operate election voting system equipment, and standard office equipment, including computer with standard word processing and data inquiry software package; prepare reports in a systematic, neat, and legible manner; locate addresses on county precinct maps; perform mathematical calculations with or without mechanical assistance; establish and maintain effective working relationships with co-workers, the general public, and representatives of local, state, and federal governments; demonstrate proficiency in both oral and written communication; maintain appropriate necessary certifications; willing to work long hours and some weekends during elections; and able to work independently without supervision. Bilingual a plus.

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

Graduation from High School or a General Education Development (GED) certificate is required. Two (2) years in related field. Associates degree in Electronics or Computer Science preferred, but not required. Must be proficient in word processing/spreadsheet software. Experience with inventory/warehouse management is also preferred. Texas Driver's License and a good driving record is required. Must also have good oral and communication skills

#### **CERTIFICATES AND LICENSES REQUIRED**

This employee must be bondable

#### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

#### **JOB DESCRIPTION FOR POSITION:**

**424-Equipment Technician/Deputy Clerk**

#### **NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

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Signature of Employee

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Date

This signed original will be placed in employee's Personnel File.