

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: ELECTIONS SPECIALIST - TECHNICAL SERVICES**

Posting# 6244-0316jhm

**STARTING SALARY: Step 24 \$16.14 per hour, \$1,291 Bi Weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: February 24, 2016**

**CLOSING DATE: March 9, 2016**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under general direction of the Chief Deputy – County Clerk/Auditor, provides a wide variety of technical and support services for Elections. Oversees the physical state, overall condition, and functionality of county election equipment. Plans and executes the safe delivery and return of voting system equipment. Responsible for the testing and preparation of equipment for use in an election.

### **DUTIES INCLUDE:**

Maintains election system equipment records. Orders and installs parts and assembles them to maintain the hardware of the election system. Organizes and maintains election system equipment in multiple locations. Prepares and ships equipment for repair, replacement or deployment in another County. Repairs, modifies and otherwise maintains election system hardware and equipment. Uses a handheld barcode scanner to record inventory and status records for 3,000 individual items that comprise of the voting system. Creates deployment plans for all election equipment and oversees the execution of the plan, including directing the work of temporary employees. Reviews and makes adjustments to plans with an eye towards continual improvement. Creates and maintains warehousing and storage plans for all election system equipment and hardware, including equipment at the County Administration Building, the Historic Courthouse and the Election Warehouse. Assists management in creation of emergency contingency planning and system deployment; Oversees relocation of system assets in accordance with these plans. Organizes and prepares secured election records and data for retention and destruction as called for by retention schedules. Assists with the overall organization and logistics of all Election operations.

### **EVALUATION AND SELECTION FACTORS INCLUDE:**

#### **Knowledge of:**

Utah Election laws and procedures, Dominion Voting Systems, standard office and record keeping practices, the local community, ability to use maps/mapping software to plan system deployment and driver routes.

#### **Skill in:**

Creating and maintaining record keeping and filing systems, including electronic files, reading, writing, and basic math, word processing, data entry, and basic spreadsheets

#### **Ability to:**

Keep an accurate inventory of the operational status and custody of all voting system equipment, perform technical duties related to testing and maintaining election voting machines, maintain cooperative working relationships with the public and county employees.

**REQUIREMENTS FOR EMPLOYMENT:** Equivalent to a high school diploma; and a combination, totaling three (3) years of logistics, inventory control, warehouse, and/or elections experience. Completed education beyond high school may be substituted for one (1) election cycle or one (1) year of work experience.

**Preference may be given to applicants with experience with the Dominion Voting Systems.**

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.