



MARY JANE ARRINGTON  
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

## JOB DESCRIPTION

### NON-EXEMPT

### TEMPORARY

**POSITION TITLE:** Temporary Election Systems Specialist

**DEPARTMENT:** Election Systems

#### **GENERAL DESCRIPTION:**

The Temporary Election Systems Specialist is a responsible and professional position that reports to the Director of Election Systems. With direction from the Director of Election Systems, the Election Systems Specialist performs technical, and warehouse work necessary to prepare and maintain equipment and supplies used to conduct elections in accordance with Florida Statutes.

#### **ESSENTIAL JOB FUNCTIONS:**

*(These essential job functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)*

- Responsible for setup, configuration and troubleshooting of office computer systems, software, printers and peripherals.
- Responsible for diagnosing and resolving network related issues for end user computer systems.
- Responsible for maintenance of records and reports on elections equipment and office supplies inventory.
- Assists with executing a maintenance program for voting equipment, which includes inspecting and operating each unit to assure proper functioning. Repairs and or arranges for repair of inoperable equipment.
- Provide excellent customer service to end users.
- Assists with ballot testing.
- Assists with Logic and Accuracy testing.
- Assists with equipment setup for early voting sites.
- Assists with setup, configuration and troubleshooting of voting systems.
- Assists in instructing elections officials and other groups regarding use of voting units.
- Assists with tabulation during elections as needed.
- Assists with staging of the warehouse during the election cycle.
- Assists with preparing and packing all elections equipment and supplies.
- Handles special projects and other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. High School Diploma or its equivalent.
2. One (1) year of experience in service, repair and/or maintenance computer systems and software.
3. A+ Certification or equivalent certification and or experience.
4. Net+ Certification preferred.
5. Possess general knowledge of preventative maintenance, repair, and safety precautions.
6. Ability to use warehouse equipment and tools in repair and maintenance of elections equipment.
7. Ability to establish and maintain effective public and interpersonal relations.
8. Ability to follow detailed oral or written instructions.
9. Ability to lift and carry equipment and boxes of material weighing 30 – 40 pounds.
10. Must possess and maintain a valid Florida Driver's License.
11. Must be a registered voter in the State of Florida prior to appointment.

*(A comparable amount of education, training, or experience may be substituted for the minimum qualifications.)*

#### **MANDATORY SPECIAL REQUIREMENTS:**

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned.

**WORKING CONDITIONS:** Office & Warehouse Environment; Some Field Work

**SCHEDULE:** Working schedules will vary depending on staffing needs and will include some nights and weekends. Temporary personnel will be utilized on an as needed basis, with hours fluctuating as needed by the Elections Office.