



JOB TITLE

Elections Systems Specialist

DEPARTMENT

Elections

JOB SUMMARY

This position is responsible for maintaining, programming, and delivering of election equipment; Canvassing precincts during early voting and Election Day, troubleshooting where required.

MAJOR DUTIES

- Maintain a comprehensive, current knowledge and be adept at programming/operating all voting equipment including EMS, ICC, ICX, ICP, UPS, Mobile Ballot Printer, Printers, Poll Pads, and related software
- Maintain a comprehensive, current knowledge and awareness of applicable election laws and regulations
- Perform technical inspection and charging of all voting equipment on assigned schedule
- Obtain repair maintenance authorization from vendor for equipment that require repairs; Prepare malfunctioning equipment for shipment to outside facility for repair after each election
- Conduct logic and accuracy testing of all voting equipment (currently Dominion, Knowink) used per election and oversee the loading/delivery/retrieval of the voting equipment to/from precincts each election
- Operate Election Management System during Logic and Accuracy, Absentee ballot scanning (including Early Tabulating), Election Night, during consolidation, and all required audits
- Transmit election results to the Secretary of State's Office through designated software
- Generate all necessary reports from EMS for Secretary of State, media, candidates, political parties
- Assist Poll Managers with opening/closing their precincts when required
- Assist with Poll Worker training and further ongoing training of poll workers and technicians/assistants
- Supervise personnel as assigned (election assistants)
- Perform other related duties as assigned

Qualified persons may apply at
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website, WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to jobs@baldwincountyga.com.

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER