



POSITION ANNOUNCEMENT

**VOTING SYSTEMS SUPERVISOR-
PARTISAN
ELECTION AUTHORITY**

Starting Salary: \$1,755.02 Bi-weekly equivalent to \$45,631 per year

This is a full-time, 40 hour per week position which includes a full range of benefits including paid vacation, sick leave, holidays, employee health, dental, life, disability and tuition assistance programs. This is a dual position requiring an incumbent each for the Republican and Democratic parties. The current vacancy is for a candidate affiliated with the Democratic party. Candidates must be a registered voter in the State of Missouri.

JOB DESCRIPTION: Verify and proof computer chips for correct ballot styles to proper precincts. Responsible for uploading and installing computer program chips into touch screen and optical scan machines and perform a logistic and accuracy test on each machine. Conducts a variety of accuracy testing for Public Tests, etc. Responsible for conducting post election auditing reports. Maintains chain of custody on all election computers and voting systems. Assembles official ballots, precinct ledgers, supplies and materials for each voting site and packs into transport cases. Ensures all voting equipment is kept in good working condition, performs and oversees general maintenance and repair to equipment. Responsible for keeping track of all inventory of equipment and supplies and placing orders when supplies are low. Must report to the Election Authority on a daily basis about day to day activities, concerns, and ideas regarding the election storage room operations. Responsible to keep abreast of all election laws including H.A.V.A., which will have an effect on voting equipment and supplies. Responsible for obtaining and managing extra help during each election who will be setting up and tearing down polling place signs, repairing voting booths, packing and tearing down of optical scan units and touch screen units before and after each election. Responsible for meeting all deadlines for each election which includes having all needed equipment repaired, supplies ordered, packed and ready for shipping to the polling places, making sure that all special signs are built and setup by the day before election, having all special election day crews assigned and organized to work, and having the Election Night Counting Center readied in a timely manner. Works extended hours Election Day, Election Night and as needed longer hours in the weeks just preceding or following an election. May act as a field trouble-shooter on Election Day to check equipment, deliver or pick-up supplies, place signage, etc. Responsible for setting up and tearing down training classes when needed by the Election Office. Coordinates polling location activities. Requests permission to use various facilities as polling stations and may visit facilities to determine suitability. Keeps records and files on polling locations current. Prepares documents and correspondence confirming polling locations. Verifies payment to owners of polling locations. Schedules delivery of equipment and supplies needed for each polling location. Obtains and secures keys and/ or building codes for polling locations. Programs PDA's and delivers cell

AN EQUAL OPPORTUNITY EMPLOYER



**ST. CHARLES COUNTY GOVERNMENT
HUMAN RESOURCES**

<http://www.sccmo.org>

201 North 2nd Street, Room 519; St. Charles, MO 63301 Phone: 636-949-7322 E-mail: humanresources@sccmo.org Fax: 636-949-7322; TDD Phone :636-949-7323

phones and PDA's to each polling location. Responsible for ensuring building and warehouse security including availability for on-call response to security issues. Responsible for ensuring compliance with bi-partisan procedures to ensure the security of all election materials, supplies and equipment within the warehouse and polling locations. Performs data entry to assist with petitions and other record keeping. Performs other duties as assigned.

REQUIREMENTS: Requires high school diploma or equivalent. Additional education (college) and management training preferred. Requires 4 years of experience in warehousing, equipment repair, and/ or general maintenance including 1 year as a lead worker or supervisor. Experience in election equipment preferred. An equivalent combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

Requires basic to intermediate knowledge of computer software, including Micro Soft Word and Excel. Basic electrical knowledge and circuitry experience desired. Must be able to communicate both verbally and in writing. Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations. Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change. Ability to use functional reasoning and apply rational judgment in performing diversified work activities, including functions such as leading and directing.

Requires a valid driver's license and satisfactory driving record. Requires ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Requires ability to lift and carry 50 pounds.

Requires being a registered voter in Missouri. Current vacancy is for a partisan position that is affiliated with the Democratic party. Successful candidate must sign a declaration of party affiliation.

TO APPLY: All applications must be submitted only through our Self-Service Website at www.sccmo.org/hr. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second St., Room 519, St. Charles, MO 63301 Monday – Friday 8:00 am – 5:00 pm.

Applications will be accepted on a continuing basis until the position is filled or a sufficient number of qualified applicants have been received.

St. Charles 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 and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

AN EQUAL OPPORTUNITY EMPLOYER