

**Job Title:** Elections Technical Assistant

**Purpose:** This position assists the Elections Technical Specialist with daily technology related tasks. This role provides a secure and smooth voting process for citizens.

**Minimum Education and Experience:** High school Diploma or GED and a driver's license required. This role requires knowledge of Windows settings, iPhones, and comfort with working and configuring technology. A valid driver's license, a reliable vehicle, and the ability to lift 50lbs is also required.

**Essential Functions of the position:**

- Updating and setting up iPhones to our specific needs.
- Answer phone calls and troubleshoot computer issues.
- Assist with laptop and Ballot on Demand configuration.
- Assist with Early Voting site set-up.
- Drive to voting locations to change printer consumables, assist workers if needed, and correct equipment issues.
- Transport supplies to voting locations.
- Transport voted ballots from voting locations to our warehouse at the end of each early voting day.
- Other office duties as needed, such as printing, organizing technical supplies, and assisting staff when needed.

**Knowledge, Skills, Abilities:**

- Comfortable working on computers and printers.
- Attention to detail.
- Strong customer service skills and the ability to navigate difficult situations respectfully.
- Previous experience with technology is a plus, but not required. Training will be provided on elections software and hardware.
- Experience working with Microsoft Excel and Word.

**Position Information:**

This is a seasonal position. Office hours are 8-5pm, Monday-Friday. Some overtime and occasional weekend hours are required.