



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Election Technician

Department/Division:	County Clerk's Office/BOE		
Salary:	\$13.9038/hr – \$20.8557/hr	Range:	16
Position Status:	Full-Time/Classified		
FLSA Status:	Non-Exempt		
Closing Date:	January 16, 2017		
Job #:	1-2017-020		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the general supervision of the County Clerk and the direct supervision of the BOE Chief Deputy Clerk; performs a variety of election technician, statistical and computerized database duties.

Essential Job Functions:

- Receives, inputs, posts and verifies a variety of election and voter registration data used in maintaining the voter registration system and/or assists the Election Technician Administrator with sensitive election technology;
- Audits incoming voter registration and election data to verify election results, voter registration accuracy and voter list maintenance against supporting documents; reviews election forms for proper completion, totals and codes;
- Works with the Election Technician Administrator to prepare the electronic database for each election, ballot definition activities, voting system programming, data conversion and with the provision of remote voting sites;
- Prepares statistical information for the County Clerk, BOE Chief Deputy Clerk, and Election Technician Administrator, candidates, public and press; enters information into computer and verifies the output against source documents; ensures security of all election software and programs;
- Ensure compliance with the provisions of the New Mexico Election Code as it relates to the conduct of elections within the county;
- Duties include, but are not limited to voter registration, voting system programming and troubleshooting, and preparation of ballots;

- Works with procurement staff in budget and contracts as it relates to election technology, voter information and voter registration and election activities;
- Promptly responds to telephone calls and written communications;
- Perform administrative functions and tasks throughout the County Clerk's Office to include the Bureau of Elections, Recording, and Records Divisions; training staff and the public.

Knowledge / Skills :

- General knowledge of database systems, security applications, Microsoft Word, Excel, Access, Power Point, Adobe Acrobat, WinZip, FTP, encryption programs and other technology application ; ability to learn more complex computer programs;
- Must have strong customer service skills and the ability to work under stressful circumstances in dealing with the public and co-workers;
- Communication skills both verbal and written are necessary;
- Ability to work independently with minimal supervision or with others, maintaining a professional attitude with the public, co-workers and county officials;

Minimum Qualifications

- High school diploma or equivalent, plus any combination of education, training, and/or work experience with computer hardware, software, and firmware and with experience in general business administration totaling two (2) years;
- Must possess a valid New Mexico Class D driver's license. Incumbent is required to drive a Santa Fe County vehicle while conducting county business.

Working Conditions:

Work is performed in an office setting, warehouse and in the field, in varied weather conditions with occasional duties in the evening and on weekends during peak election, recording, records cycles. Manual and finger dexterity required. May be subject to CRT's, VDT's and UV rays. May be required to lift or push up to 50 lbs. Travel time may be required. Training others is required.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Submit Applications to:
Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.**