

# Vacancy Announcement

## Voting Machine Technician



The Jefferson County Board of Elections is currently seeking applications for Voting Machine Technician.

### Essential Job Duties:

- Prepare, inspect, repair, and audit voting machines to ensure total accuracy.
- Collaborate with a colleague of the opposing party to design official ballots.
- Coordinate the physical delivery and pick-up of machines to poll sites.
- Provide technical operation and diagnostic training to poll inspectors.
- Manage general data entry, records retention, and phone inquiries.

### Minimum Requirements:

- Physical Ability: Must be able to lift, push, and pull equipment weighing over 30 lbs.
- Teamwork: Proven ability to collaborate effectively within a strictly bipartisan team environment.
- Voter Status: Must be a registered Republican voter in Jefferson County, per NYS Election Law.
- Skills: Strong organizational talents, Microsoft Office proficiency, and sharp attention to detail.

### Salary Range:

\$20.61 - \$24.53 per hour

### Benefits:

- NYS Retirement
- Deferred Compensation
- Sick Leave
- Paid Vacation
- Tuition Reimbursement
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Candidates may be eligible for the Public Service Loan Forgiveness program

**\*Jefferson County is an Equal Opportunity Employer\***

### Apply online:

<https://jefferson-portal.mycivilservice.com/>

Or send a paper application and resume to:  
Jefferson County Dept. of Human Resources,  
175 Arsenal St. Watertown, NY 13601.

**APPLY NOW**

