

## JOB ANNOUNCEMENT

DEPARTMENT: Voter Administration  
JOB TITLE: Deputy Clerk / Equipment Coordinator  
PAY RATE: \$41,000 Annually

OPEN: October 01, 2025  
CLOSES: Until Filled  
*\*Overtime likely during election time*  
Travel: 10%

### SUMMARY

Under the direction of the Elections Administrator, the Deputy Clerk/Election Equipment Coordinator assists in planning, executing, and administering of all county, state and federal elections. This role focusses specifically on the programming, testing, maintenance, and deployment of election equipment as well as data integrity. The position ensures that election operations run smoothly, securely and in compliance with application election law.

### EQUIPMENT AND TECHNICAL ROLES

- Program, proof, test, and configure scan devices, ballot marking devices, ballot tabulators and other voting equipment.
- Conduct diagnostic testing, maintenance, and troubleshooting of all election hardware.
- Operate and maintain chain-of-custody logs, inventory tracking and assignment of equipment to polling places.
- Manage firmware or software updates and version control on election machines.
- Prepare and assemble equipment kits, supply kits, and backup units
- Assist with post-election audits, recounts, and vote reconciliation using equipment logs and software.

### ELECTION ADMINISTRATION & CLERICAL SUPPORT

- Process voter registration applications, address changes, and petition filings
- Answer any requests by mail.
- Monitor election day activities and provide on-call support to polling places.
- Preserve all equipment, ballots, and records in secure storage post-election
- Maintain operation and procedural documentation, manuals, and change logs.

### OTHER DUTIES

1. Assist with public inquiries, candidate services and outreach.
2. Perform special projects as assigned.
3. Assist with processing death certificates from county clerk and cross reference with voter poll and jury wheel.
4. Attend necessary training by the Secretary of State when offered.
5. Assist with setting up Training classes for poll workers. Set up location, call workers to attend, host the class, and go over changes that apply. Answer Q & A by poll workers.
6. Set up the materials for the poll workers to pick up on Election Day. Make sure each polling place will have all the supplies needed for the 12-hour day.
7. Election Day, collect returned equipment and supplies at the close of voting (7pm) from the poll workers returning to Central Count
8. Assist with posting unofficial tally reports on the front counter and via email to requestors when released.

### EDUCATION and/or EXPERIENCE

High School Diploma or higher required; Election experience is preferred.  
Bilingual English/Spanish language preferred

### OTHER SKILLS AND ABILITIES

Microsoft Office Suite (i.e. email, Word, and Excel), and database programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgement within general policy guidelines; establish and maintain effective relationships with those contacted in the course of work.

### PHYSICAL DEMAND

1. Ability to lift at least 35-40 lbs. Frequently required to lift or move objects, including, but not limited to election equipment, boxes, and stacks of records.
2. Individual is regularly required to sit or stand for sustained periods while performing job duties.
3. Flexibility in work processes is a must.

### SPECIAL CONDITIONS

Hours may vary and may include weekends, holidays, and evenings. No vacation time is permitted during election season, also required to work Saturday and/or Sunday during extended Early Voting hours.

**To be considered, you must complete an employment application in full.  
Applications may be picked up on the second floor of the Courthouse, Rm 200.  
You will be called for an interview.**