

# Colorado County Job Description

## Department/Office: Elections

Job Title: Voting Systems Clerk

Full Time - \$15.82  
per hour + benefits

Effective Date: 08/01/24

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### **JOB SUMMARY**

Reporting directly to the Elections Administrator, responsible for the voting equipment and chain of custody of elections materials for the Colorado County Elections department. Prepares, tests, troubleshoots, and coordinates repairs for voting equipment.

### **EXAMPLES OF WORK PERFORMED**

- Gathers and proofs election ballot language from various sources
- Performs state mandated tabulation tests and manages testing members
- Prepares and inventories programming media for voting equipment
- Assists by programming and testing various voting equipment
- Coordinates and supervises annual maintenance of voting equipment
- Manages election setup
- Generates ballot proofs, printed test decks and audio files for public testing
- Pre-tests paper and electronic ballots, sets up public logic and accuracy tests of electronic voting and tabulation equipment
- Coordinates, recruits, trains, and oversees personnel for required Public Logic & Accuracy and HASH testing of the voting equipment
- Provides basic installation and troubleshooting support for voting system hardware, software, and network components
- Catalogs and prepares media for voting and tabulation equipment
- Performs routine maintenance, inventory control and identifying functionality issues with voting equipment and election supplies
- Provides assistance on Election Day with support for election officials: troubleshoot technical issues and participate in election night work activities
- Configures, maintain, and retain backups of all election system programming databases in accordance with local, state and federal laws
- Communicates frequently via telephone, e-mail, and in person with poll workers and the general public
- Serves as a contact for the election Judge's and assists with complex issues from elections judges and staff
- Cross-trains with Election Administrator in other areas to ensure continuity of departmental operations
- Performs special duties as assigned

### **PHYSICAL DEMANDS**

- Position involves prolonged sitting at a workstation, visual examination of documents, reaching, walking, twisting, bending, standing, and occasional lifting/carrying (up to 50 lb.)

### **ENVIRONMENTAL FACTORS**

- Work is primarily indoors in an air-conditioned environment.
- Regular travel between work sites as required.

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*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be a comprehensive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*

### LICENSES AND CERTIFICATIONS

#### Required within thirty (30) days of employment

- Valid driver's license
- Qualified voter of the State
- Be able to obtain a bond if necessary.

### PREFERRED QUALIFICATIONS

- Knowledge in Microsoft and Adobe applications
- Excellent organizational skills
- May not be a candidate for a public office or an office of a political party, hold public office, or hold an office of or a position in a political party.
- Must be able to perform duties in a non-partisan manner
- Must meet and abide by all requirements set forth in the Texas Election Code
- Must be able to exercise sound judgement and discretion in handling confidential records
- Ability to work under pressure and meet deadlines in stressful situations
- Requires ability to operate office machines such as telephone, computers, copiers, and scanners
- Election/Voter registration experience, dbase management experience, and Spanish speaking ability are preferred

### EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes

### IRREGULAR HOURS

- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) will be required.
- Elections are considered governmental critical infrastructure.