

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00824002

DATE POSTED: 06/10/22

POSITION NO: 154251

CLOSING DATE: 06/30/2022 by 5pm

POSITION TITLE: Voting Machine Technician

DEPARTMENT NAME / WORKSITE: Navajo Election Administration/Window Rock Arizona

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BQ58A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 13.18 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs preventative maintenance/services on voting machines; locate troubles, disassembles, repairs, cleans, and adjusts voting machines/equipment to ensure machines are working properly, maintains records on voting machines and equipment; maintains inventory of voting machine parts; purchase and replace parts; develops and programs data packs for voting machines; develops and programs machines using appropriate election management systems to generate election data and results; deliver voting machine equipment to polling sites; programs and tests operations; conduct poll official training on operation of voting machines; prepares ballot layouts; arranges supply distribution; provide ballot security, storage and final disposition. Must have excellent communication skills, writing, speaking, prepare reports, memorandums, and correspondence; must have knowledge of customer service principles. Must be bilingual and fluent in Navajo and English.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High school/GED and four (4) years of experience working with elections, ballot printing, voting machine programming and maintenance, and accountability for all election equipment; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability in operating characteristics of voting machines and equipment. Knowledge of computer and software components; insulating network system faults to software/hardware problems; ability to lift 80 pounds of election equipment; skill in communicating effectively orally and in writing; knowledge of election codes; effective relationships with others. Speak Navajo and English.

License/Certification Requirements: To obtain a Tribal vehicle driver's license within 90 days of hire.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.