

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: LB0088222

Date Posted: 10/22/13

POSITION NO: 154251

Closing Date: 11/04/13

CLASS CODE: 4078

POSITION TITLE: Voter Machine Technician

DEPARTMENT NAME: Navajo Election Administration

DEPARTMENT NO: 8 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y58A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 40

Temporary:

Duration: \_\_\_\_\_ \$ 23,420.80 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 11.26 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs preventive maintenance/service 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 machines parts; purchase replacement parts; develops and programs data packs for voting machines; develops, 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 correspondences; must have knowledge of customer service principles. Must be bilingual and fluency in Navajo and English.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

An Associate's degree in Computer Science, Computer Information Systems or related field; and two (2) years of experience in a data processing environment or in electronic repair work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

*(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 hardware 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 code; effective relationship with others.

**License/Certification Requirements:**

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit, *preferred*.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*