

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:A LB00816826

DATE POSTED: 12/28/18

POSITION NO: 154251

CLOSING DATE: 01/14/19

POSITION TITLE: Voter Machine Technician

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

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR58A

WORK HOURS: 8 am to 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,355.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 12.19 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs preventive 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 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 test 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 fluency in Navajo and English.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and four 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:

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

(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 codes; effective relationship with others. Speak Navajo and English

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