

ELECTION DATA SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for operating a computer and related peripheral equipment and for monitoring the election systems performance utilizing a console and on-line terminals. The work is carried out in conformance with programmed instructions and involves prompt input of data to meet election dead lines, recognition of potential problems, initiation of corrective action and maintenance of required election records. The position does not involve responsibility in the area of programming or system analysis. Work is performed under the general supervision of the Deputy Commissioners with leeway allowed for the exercise of independent judgement in routine matters. Supervision over others is normally within the realm of this position. Shift work may be required in the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates the computer and peripheral equipment including input of data and removal of outputs as required;
Inputs all candidates into voter system;
Sets up a ballot styles for primary elections and general elections;
Produce ballot strip for the printers;
Set up primary and general election night report system;
Enter canvass into vote system;
Correct canvass and have results ready for printing;
Absentee ballot counting;
Input all candidates for primary and general elections;
Sets up individual ballot styles in system;
Codes all ballot styles with unique code for primary and general elections;
Sets up test deck to insure the system is working correctly;
Tests equipment to insure it is working correctly;
Counts all electronic ballots, at the direction of the Commissioner of Deputy Commissioners;
Prepares results of count for entering into canvass.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Signature Digitizing System and Mapinfo system and understand their working;
Ability to read and interpret instructions related to data coding and the execution of computer programs;
Ability to train data entry operators how to use signature digitizing system;

Ability to identify the system malfunctions and initiate corrective action within the scope of knowledge;
Ability to scratch tapes as directed, to update the tape library;
Ability to communicate orally and in writing;
Ability to keep accurate records regarding election computer equipment and the maintenance of same;
Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

- A) Completion of at least 60 semester credit hours at a regionally accredited or New York State registered college or university, including 12 credits in computer science or electronic data processing; OR
- B) Two years of paid experience in the operation of a computer;
OR
- C) An equivalent combination of training and experience as defined by the limits of both A) and B) above.

NOTE: Use the operation of microcomputers, personal computers, or word processing equipment will not be considered qualifying experience.