



County Of Mercer – Employee Job Description

Department: Registration and Elections

Position Title: Seasonal Part Time Machine Custodian

Pay Classification: ELHR1 - \$12.98/hr.

Reports To: Director of Registration and Election

Date of Job Description Creation/Update: 4-9-2021

Overall Descriptions of the Position:

Machine Custodians are responsible for servicing, testing, and maintaining the electronic voting machines of the County.

Hours of Work:

Work is Part Time and Seasonal. Normal work hours are M-F 8:30 AM to 4:30 PM, however evening work may be required when needed. Work normally begins several weeks before each Election Day (normally in April/May and again in October/November of Each year.) During this period employees may work up to 25-35 hours per week and on the day of the election, up to 16 hours.

Position Requirements:

- ◆ 4-year high school diploma or GED required.
- ◆ Must have a valid Drivers' License and reliable transportation.
- ◆ IT Hardware and software background or familiarity with computer/electronic equipment preferred.
- ◆ Excellent organization and problem-solving skills are required.
- ◆ Must be able to lift and move 10 to 25 lbs. frequently, up to 50 lbs. occasionally.
- ◆ Must be able to stand, sit, walk, bend, and twist at will.
- ◆ Must be able to climb stairs.

Position Duties:

- ◆ Test voting equipment and software in order to verify ballot information correctness and ensure equipment is working properly prior to election day. (Will receive training on how to perform technical components of position).
- ◆ Clean and perform minor repairs on the machines
- ◆ Prepare and transport all voting machine equipment to polling locations throughout the County prior to election day.
- ◆ Travel throughout the County on Election day in order to troubleshoot and or resolve any equipment related issues.
- ◆ Assist in the preparation of election day election materials, including Judge of Election notebooks, polling place supply bags, voting booths, and tables.
- ◆ Will be required to take an oath of office prior to each election period affirming the proper handling of all election related documents.
- ◆ Performs all other duties as assigned or required.

How To Apply:

Please send the completed Mercer County standard application for employment, a letter of interest, and resume, to the following:

Mercer County
HR Department
17 Courthouse
Mercer, PA 16137

Deadline to Apply: July 28, 2021