

Part Time – Temporary Election Technician

08/29/18

The Prince George's County Board of Elections is currently seeking qualified individuals to fill part time, temporary technician positions in the Board of Elections Warehouse. This job is in preparation for the 2018 Gubernatorial General Election. The available hours are from 8:00 a.m. to 4:30 p.m.

The applicant must have excellent computer experience, written and oral communication skills. Must be able to work in a fast paced and stressful environment. Definitely has to be a team player. The applicant must be willing to assist with the training of election judges and technicians. Person(s) must be able to pay close attention to detail. Must be able to read and understand written directions. Must be highly motivated to do an excellent job. Must have good interpersonal skills and get along with co-workers.

In order to meet the election related deadlines it is mandatory that overtime be imposed. Overtime might include weekends, holidays and evening hours.

Technician Responsibilities:

- Set up and close down election equipment before and after each election training session.
- Troubleshoot election equipment.
- Assist in training election judges and technicians using voting equipment and devices.
- Program voting units and devices.
- Assist with packing election materials.
- Responsible for supply distribution.
- Work the General Election.
- Perform tasks and duties as assigned.

CANDIDATES MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS:

- Must be registered to vote in Maryland.
- Must be able to lift 60 lbs.
- Must have their own transportation.
- Experienced using computers with script copy.
- Proficient in English.
- Must have a High School Diploma or GED.
- Must submit to and pass a background check.

HOURLY PAY RATE: \$15.00 per hour

ELIGIBILITY TO WORK: Applicants selected for employment will be required to show and verify authorization to work in the United States.

Interested persons should send resumes to pbgaines@co.pg.md.us and/or AThorpe@co.pg.md.us. Please email us by September 20, 2018.