

Training Technician (Part Time - Temporary)

The Prince George's County Board of Elections is currently seeking qualified individuals to fill temporary instructional technician positions in its Election Operations Division to prepare for the upcoming Gubernatorial General Election. Generally, classes are held on weekday mornings and Saturdays. Accordingly, shifts are: Monday through Friday from 8:00am until 1:00pm, Monday through Thursday from 5:00pm until 10:00 pm, and Saturdays from 8:00am until 5:00pm. Applicants must be available for Saturdays and overtime as necessary.

The applicant must have excellent computer skills, possess excellent written and oral communication skills, be able to work in a fast paced, stressful environment, and be a team player. The applicant will mainly be responsible for assisting with the training of our election judges.

Additional hours may be required in order to meet election-related deadlines that may include weekends and holidays.

The Training Technician will:

- Set up and close down election equipment before and after each election judges training session.
- Troubleshoot election equipment.
- Assist in training election judges on using voting units and devices.
- Program voting units and devices.
- Assist with packing of Election materials.
- Be available to work on Election Day.
- Perform tasks and duties as assigned within responsibility level of this class of work.

CANDIDATES MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS:

- Must be registered to vote in Maryland.
- Must be able to lift 60 lbs.
- Must have 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 Mary Ann Mogavero, Elections Operations Manager, 1100 Mercantile Lane, Suite 115A, Largo, Maryland 20774. Resumes may be faxed to (301)341-7391 or emailed to election@co.pg.md.us.