

Position: Voting Equipment Custodian (Machine Technician) – Contract Employee (Part-Time/Seasonal*)

Salary Range: \$20.00 - \$25.00 per Hour (DOQ)

Closing Date: Open until filled by Qualified Applicant

Begin Date: As Soon as Possible

The position of Voting Equipment Custodian is established by §24.2-632, Code of Va. The position is for a term established by the Nelson County General Registrar of Voters and the Nelson County Electoral Board. The Voting Equipment Custodian is an appointed position, sworn to perform the required duties honestly and faithfully.

In conjunction with system vendors and office staff, responsibilities include programming and preparing voting equipment, including maintaining, testing, calibrating, and overseeing delivery in accordance with law.

Duties Include:

- Completion of all relevant systems training, including election security training
- Routine maintenance of voting equipment in accordance with established procedures
- Proper inventory and storage of all equipment, peripheral devices, consumable items (e.g. - paper rolls) and necessary tools and transport supplies
- Timely notification to General Registrar or designated staff of needed supplies or parts prior to each election
- Coordination of, and participation in, required Logic and Accuracy testing of all voting systems prior to each election, including completion and archival storage of testing documentation
- Pre-election distribution of voting equipment to Officers of Election or polling locations, as directed
- Election Day technical support for the Office of Elections and Nelson County polling locations
- Post-election collection, inspection, inventory, and storage of voting equipment and ancillary supplies

**Note: A typical year has two election cycles (June Primary/November General). Each cycle requires approximately 50 hours of support. Mileage for Election Day polling place support is paid at a rate established by the County.*

Must be able to communicate courteously and effectively with the public and county staff. High school education or GED equivalent is required. Valid Virginia driver's license with an acceptable driving history is required. This position reports to the General Registrar/Director of Elections. Some evening and weekend work will be required.

This position performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between

20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

Interested persons may submit an employment application to Nelson County Human Resources, P.O. Box 336, Lovington, VA 22949. (434)263-7139. EOE. Applications may be faxed to (434)263-7134 or submitted by email to Judy Seraphin at jseraphin@nelsoncounty.org. *For a Nelson County employment application, please visit: [Nelson County Job Application](#).*