



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

SENIOR MACHINE TECHNICIAN

Senior Machine Technicians

Hourly Rate: \$21.85 per hour

Employment is an irregular schedule based on the Election calendar.

This work involves maintenance and preparation and distribution of voting equipment used by Cattaraugus County Board of Elections.

Duties include but are not limited to:

- Prepares voting machines and equipment by performing required set up and testing for logistics and accuracy
- Ballot configuration- learning and understanding ballot types
- Quarterly and yearly maintenance of machines
- Troubleshooting and basic repairs
- Responds to poll sites to resolve issues with voting machines
- Loading, unloading and delivering election machines, equipment and supplies using a panel truck with lift gate to 50 election sites in Cattaraugus County
- Packing and unpacking election day supplies
- Post-election maintenance, organization and cleanup
- Does related work as required

Requirements:

- General knowledge of computer hardware and software
- Able to troubleshoot and repair computer and electronic equipment
- Able to work from a pre-defined checklist of tasks
- Able to work with minimal supervision
- Must be able to stand for long periods of time
- Must be able to lift 40 pounds
- Flexible availability during election seasons
- Availability to attend training courses
- Senior Election Technicians are required to be a representative of the two major political parties as defined by New York State Election Law

Skills:

- Strong interpersonal skills & ability to work in a team environment
- Communication and coordination with poll site coordinators and staff
- Experience with planning, managing time according to schedules and providing updates as required as Elections are an immovable deadline
- Ability to document and clearly explain problems and resolve issues using all available resources
- Strong memory to recall and repeat procedures
- Ability to quickly learn new tools
- Computer experience with Microsoft programs

Interested applicants must submit a resume or complete a Civil Service Application prior to 11:59pm on 7/13/2025 to:

*Cattaraugus County Board of Elections
207 Rock City St. Suite 100
Little Valley, NY 14755*

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>

Cattaraugus County - an Equal Opportunity Employer

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