

CUSTODIAN OF VOTING MACHINES

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the operation of the voting machines and making a variety of mechanical repairs; storing the machines according to the rules and regulations of the Election Law.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Makes necessary arrangements for transportation and storage of machines at various polling places;

Oversees the servicing and minor repairs of equipment;

Prepares the machines for use for elections;

Storage of machines by the custodian is subject to the rules and regulation of the Election Laws.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and maintenance of voting machines; skill in making minor repairs and setting up machines; mechanical aptitude; ability to keep records and make reports; and dependability.

MINIMUM QUALIFICATIONS: Graduation from a standard high school and one of experience in mechanical, electrical or business machines.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A