

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES



Elections System of the Virgin Islands

ELECTION VOTING MACHINE TECHNICIANS

St. Thomas-St. John & St. Croix Districts

This position is responsible for the precise composition and layout of election ballots. Expertise is required in database and graphic design applications. Additionally, the position requires the accurate translation of customer election requirements to coded machine instructions. These coded instructions enable individual voter ballots to be accurately read and reported by sophisticated voting systems hardware. This position is also responsible for testing of election equipment prior to use on Election Day and support on Election Day for equipment and software.

Essential Duties and Responsibilities:

- The organization, assembly and maintenance of detailed customer production files in proprietary corporate database.
- The complete and accurate composition and layout of customer ballots.
- The complete and accurate translation of ballot layout to coded machine instructions.
- The provision of necessary diagnostics, training and on-going support to enable customer-managed development of electronic ballots using ES&S proprietary software products.
- The facilitation of an efficient quality assurance / product proofing process to assure the complete and accurate capture of diverse ballot styles, their accurate layout and transmission to the customer and their zero-error translation to coded instructions.
- The ability to apply appropriate federal, state and local election requirements and industry protocols to the layout, presentation and organization of ballots and the coded instructions prepared for customers' voting system hardware.
- The accurate production and transmission of electronic layout files to ensure vendor printers generate zero-defect ballot materials.
- Other duties as assigned.

Requirements & Skills- Must be a registered voter, Exceptional attention to detail, accuracy of data entry and quality of work product. Well-developed skills in written and verbal communication and the ability to manage multiple, concurrent activities and prioritize a dynamic workload are essential. Dedicated and Committed, Time to Serve & a Team player.

Selection Process: The District Board along with the contractor ESS of will review the resumes and select the most qualified **three (3) candidates** per District to train. Upon completion of training, one **(1) candidate per District will be selected.**

- St. Thomas/St. John prospects please submit Resumes to: P.O. Box 6038, St. Thomas, VI 00801-6038
- St. Croix prospects please submit Resumes to- P.O. Box 1499, Kingshill, VI 00851-1499

Other Submission options: Resumes can be dropped off at any of the offices or emailed to caroline.fawkes@vi.gov

Deadline: March 14, 2014