



## COLUMBIA COUNTY BOARD OF ELECTIONS

401 State Street, Hudson NY 12534

Tel: (518) 828-3115 / Fax: (518) 828-2624

[www.columbiacountyny.com/depts/elections](http://www.columbiacountyny.com/depts/elections)

**Democratic Commissioner**  
Virginia S. Martin

**Democratic Deputy**  
Hilary Hillman

**Republican Commissioner**  
Donald R. Kline

**Republican Deputy**  
Michael P. Nabozny

### Job Specifications: Poll Site Specialist

**Salary:** \$15/hour plus mileage; no benefits  
**Reports to:** *Generally:* Voting Machine/HAVA Specialists (who in turn report to Deputy Commissioners)  
*On election days:* Board of Inspectors at each poll site  
**Number of positions:** 22 (11 Democratic, 11 Republican)

#### Poll Site Specialists will:

- Be generally well-versed in the practical requirements of the Help America Vote Act (HAVA) and the Americans with Disabilities Act (ADA)
- Assume responsibility for two poll sites and know how HAVA and the ADA relate to those sites
  - Every attempt will be made to match specialists with sites that are close to home
- Undergo any and all necessary training in all aspects of the Sequoia Ballot Marking Device (BMD) voting machine, including technical, trouble-shooting, and testing issues
- Interface with Voting Machine/HAVA Specialists, other technicians, and vendor-provided support personnel as necessary
- Enjoy addressing technical and mechanical challenges
- Agree to participate, with machine technicians, in pre-election BMD testing and with other maintenance responsibilities in order to enhance familiarity with and knowledge of BMDs
- Ensure (in advance of poll opening) that all handicap parking places are clearly marked and that all preparations for facility accessibility have been made
- Account for and care for all poll-site Board of Elections (BOE)-owned equipment (e.g., BMD, signage, traffic cones)
  - Before the polls open:
    - receive delivery (via County truck and personnel) of BMDs at each poll site
    - (on election day) set up BMDs and any BOE-owned equipment at each poll site
  - After the polls close:
    - (on election day) appropriately shut down BMDs
    - return any BOE-owned equipment to secure storage
    - ensure the safe load-out (via County truck and personnel) of BMDs from poll site
- Be on site and responsible for set-up, operation, trouble-shooting, and shut-down of BMDs for assigned poll sites on all election days:
  - primary election (September) at least 11:30am-9:30pm
  - general election (November) at least 5:30am-9:30pm
  - special election (if any) at least 5:30am-9:30pm
- Be personable, displaying a patient demeanor in working with the public
- Be sensitive to the needs of persons with a variety of disabilities

*continued*

- Be prepared to assist poll inspectors in accommodating voters' needs
- Defer to poll inspectors in all matters relating to the conduct of the election
- Consider participating in a limited number of community-outreach efforts

**Requirements:**

- Must have (or train to acquire) thorough technical knowledge of the Sequoia Ballot Marking Device voting machine
- Must have (or train to acquire) working knowledge of HAVA and ADA requirements
- Must have ability to communicate with persons who have physical, language, or other difficulties
- Must take and subscribe to a constitutional and statutory oath of office
- Must be a registered voter in Columbia County
- Must have a cell phone
- Must have own transportation

Note: Technical training for this position will be provided and reimbursed at the rate of \$15/hour. Training materials will be provided