



Election Equipment Officer

Compensation rate: \$24.00/hr.

Election Equipment Officers (EEOs) work in a team to deliver technology services for the district electoral office (network, laptops, printers and voting technology) and for election administration (electronic voting book laptops, modems, tabulators, peripherals, memory cards, password sheets). Reporting to the Lead Election Equipment Officer (LEEO), their responsibilities include:

Responsibilities and typical duties include:

- Setting up office automation technology in the district electoral office when it opens
- Preparing voting technology by installing database updates and updating software as instructed by Elections BC headquarters to deploy to voting places and mobile teams of election officials
- Conducting tabulator logic and accuracy testing prior to deployment to voting places
- Securing tabulator memory cards, security keys, password sheets and other sensitive information and materials
- Sorting, packing, preparing and tracking technology for transport to voting places
- Supporting election officials with the transportation of voting technology to and from voting places, as well as the storage of technology after initial setup and after each day of voting
- Supporting election officials with setting up voting place technology and testing network connectivity the night before advance and final voting
- Sorting, preparing and tracking technology required by each mobile team (electronic voting book laptop, peripherals, password sheets)
- Maintaining and tracking voting technology inventory as it is deployed and returned using forms and instructions provided by Elections BC headquarters
- Synchronizing voting data to the central database from electronic voting books
- Providing tier 1 help desk services for election officials and district electoral office staff using set up, quick fix, and other troubleshooting resource guides and procedures
- Troubleshooting problems that may arise with office technology and election administration equipment and escalating problems to Elections BC headquarters as required
- Conducting tabulator quality assurance testing after counting
- Decommissioning office automation technology in the district electoral office when the office closes and packaging equipment for return to Elections BC headquarters

Minimum qualifications for this role include:

- skill in using and comfort with computers and related technology
- understanding of the use of technology in electoral event administration and the ability to support others in using that technology
- ability to follow instructions in guides developed by Elections BC and keep records
- experience using common office tools, equipment and software, include MS Office, in an office environment both in an administrative capacity and in a technical capacity
- ability to enter data into computer applications, including the ability to upload and download data
- demonstrated ability to meet deadlines and work under tight timelines



ELECTIONS BC
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DISTRICT ELECTORAL OFFICE STAFF JOB DESCRIPTIONS

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(24/04)

- ability to set-up and take-down computer equipment, including the physical ability to set up network cables and power sources throughout the district electoral office
- ability to lift up to 50 pounds to a counter height
- reliability, dependability, and enthusiasm
- strong organizational skills and keen attention to detail
- ability to maintain the confidentiality of personal or sensitive information
- ability to be a non-partisan representative of Elections BC