



7833 WALKER DRIVE, SUITE 630,  
GREENBELT, MD 20770

**Job No.:** WS-2010-1005  
**Position Title:** ELECTION FIELD SUPPORT TECHNICIAN  
**Announcement Date:** April 26, 2010

Wright Solutions, Inc. will be providing voting system support for the 2010 Maryland State Board of Elections. The State of Maryland has a uniform statewide voting system comprised of a Direct Recording Electronic (DRE) Touch Screen (TS) voting system for voting at polling places as well as a central-count Optical Scan (OS) voting system for absentee and provisional voting.

<b>Position Title:</b>	Election Field Support (EFS) Tech	<b>Travel Required:</b>	Yes
<b>Project/Class:</b>	State Board of Elections	<b>Location(s):</b>	Statewide
<b>Will Train Applicant(s):</b>	Training class provided		
<b>Position Summary</b>			
Election Field Support troubleshoots voting equipment issues and answers questions from the election judges and local election officials at the polling location during Early Voting periods and on Election Day.			
<b>Education</b>			
A high school diploma is preferred.			
<b>Experience</b>			
Election Field Support will be provided with the appropriate training to perform essential functions.			

### Required Skills

A candidate for Election Field Support must have the following skills:

- Presentable and professional individual to work during Early Voting periods and/or the day before and the day of the election;
- Ability to follow instructions;
- Excellent communications skills;
- Ability to work 16 hours or longer in one shift (overtime) and flexible hours during Early Voting periods and/or on Election Days;
- Available during Early Voting periods and/or the entire day before the election;
- A valid driver's license and ability to travel in own (or borrowed) car during the Early Voting periods and/or the entire day before and day of election;
- Must have a cell phone;
- Must be able to lift up to 55lbs; and
- Must be able to attend all training as required.

### Essential Function(s)

The Election Field Support's primary responsibilities include the following:

- Supporting election judges at the assigned Early Voting centers and polling places for established tasks and activities
- Setting up, monitoring, and breaking down of voting units and electronic pollbooks in designated polling location(s)
- Reporting problems to Lead Election Field Support or County Technician concerning voting equipment in assigned polling location(s)
- Accurately documenting voting equipment incidents and problems

### Administrative and Operating Procedures

The Election Field Support will observe the following operating and administrative protocols:

- Refrain from discussions of substantive project policy with SBE, LBEs, other election officials, or the media without approval of the Project Manager or Project Management Office
- Attend training class, LBE meeting before the election, perform essential function(s) during Early Voting period and/or on Election Day and present reports and timesheet as required
- Return all tools, equipment, and documentation provided to perform essential function(s) to the County Technician

### Dress Code

- The dress code is Business Attire:.
- MEN: Blazers, suits, or sport coats (when appropriate for meetings outside the office), Dress slacks, Ties, Dress shirts with Buttons and collars, Dress shoes
- WOMEN: Dresses, Skirts, Dress slacks Blouses, Dress shoes, Sweaters