

Warehouse Technician (Temporary)

The Prince George's County Board of Election is currently seeking qualified individuals to fill temporary technician positions in its Warehouse to prepare for the upcoming Presidential Primary, April 3, 2012 and Presidential General Election, November 6, 2012.

The applicant must have good computer skills, possess excellent written and oral communication skills, must be able to work in a fast paced, stressful environment, and must be a team player.

The normal hours of operation is Monday-Friday, 8:00 a.m. – 4:30 p.m. In order to meet election-related deadlines, mandatory overtime is imposed that will include weekend, holiday and evening hours.

Warehouse Technician will:

- Troubleshoot election equipment.
- Support polling places on Election Day.
- Program voting units and devices.
- Assist in preparation and distribution of Election Day materials.
- Assist with packing of Election materials.
- Perform tasks and duties as assigned within responsibility level of this class of work.

CANDIDATES MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS:

- Must be registered to vote in Maryland.
- Must be able to lift 60 lbs.
- Must have own transportation.
- Experienced using computers with script copy.
- Proficient in English.
- Must have a high school diploma or GED.
- Final Candidates must submit to and pass a background check.

HOURLY PAY RATE: \$15.00 per hour

ELIGIBILITY TO WORK: Applicants selected for employment will be required to show and verify authorization to work in the United States.

Interested persons should send resumes to Information Technology Department, 16201 Trade Zone Avenue, Suite 108, Upper Marlboro, Maryland 20774. Resumes may be faxed to (301) 430-8080 or emailed to election@co.pg.md.us.