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**Job Title:** Election Technical Aide (Summer)

**Position Type:** Summer Internship

**Location:** Fayette County Elections & Voter Registration **Hours:** TBD (Flexible)

**Overview:** The Election Technical Aide plays a vital role in supporting election operations by managing supplies, preparing materials, assisting with ballot handling, and coordinating logistics. This position requires strong organizational skills, attention to detail, and the ability to work in a fast-paced environment.

**Key Responsibilities:**

- Maintain and manage election supply inventory, ensuring timely restocking.
- Prepare binders and supply crates for election staff and polling locations.
- Sort and securely pack provisional ballots for processing.
- Set up and organize materials for training classes.
- Perform software and firmware updates on election equipment.
- Monitor and assist on technical support lines, providing troubleshooting guidance.
- Conduct Logic & Accuracy (L&A) testing to verify voting machine functionality.
- Assist with the pick-up and drop-off of election supplies and equipment.
- Support Risk-Limiting Audits (RLA) to ensure election integrity.
- Perform other duties as assigned.

**Qualifications:**

- Strong attention to detail and organizational skills.
- Ability to multitask and manage responsibilities efficiently.
- Must be able to stand for long periods and lift up to 25 lbs.
- Must possess a valid driver's license or have reliable transportation.
- Comfortable using technology and troubleshooting problems.