

# WE'RE HIRING!



## Hardware Product Specialist I

Dominion Voting is searching for **Hardware Product Specialist I** to join our team in our Jamestown, NY! Working independently and as part of a team, this position will be responsible delivering a wide variety of technical and customer support services related to the implementation, operation, repair, maintenance and upgrades of Dominion Voting Systems products. This role works closely with customers, co-workers, and election officials to ensure all pre- and post-election day activities are successfully executed.

### Responsibilities:

- Provide on-site customer support on-site, or via telephone and/or email as scheduled and/or as needed. Responsibilities include, but are not limited to:
  - Supporting pre- and post-election systems testing (Logic and Accuracy Testing).
  - Hardware repair and maintenance of all voting system components.
  - Coordination of RMAs.
  - Delivering training to colleagues, and/or customers on products and procedures.
  - Supporting and directing temporary staff during the election cycle
- Assists with system implementations and upgrades.
- Working closely with Engineering & Certification to lead functional testing for new and existing products to ensure products meet established standards.
- Documenting and reporting all hardware anomalies and system issues; as well as developing practical field solutions to common problems.
- Maintain all records related to voting system components; ensure compliance with product warranty requirements and forecast part requirements.
- Adheres to all local, state, and federal regulations that pertain to the operation of election systems.
- Contribute to various jurisdictional certification efforts of products, as needed
- Develop expertise in the use, maintenance, repair and application across all DVS product lines.
- Other assigned tasks/responsibilities as needed.

### Qualifications:

- Associate's Degree in computer science, information technology; or equivalent work experience.
- 2 years' experience training, performing hardware maintenance, and effectively operating IT equipment within the within the technology industry. Elections industry experience is preferred, but not required.
- 2 years' of experience providing hardware technical support directly to customers, to include in-person, onsite, via telephone and/or email.
- Basic understanding of hardware, software, and troubleshooting
- Knowledge of general database applications and the interaction of those applications with external systems.
- Proficient in Microsoft Office Suite, particularly Microsoft Excel.
- Excellent verbal and written communication skills.
- Demonstrated success working both independently and as part of team
- Strong organizational skills to include multi-tasking and effective time management.
- Demonstrated ability to communicate clearly and concisely with customers, election officials, and colleagues.
- Ability & wiliness to travel up to 60% of the time (or more depending on assignments required). Weekends and evening work is also required from time to time.

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