



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Board of Elections (Democrat)

CIVIL SERVICE TITLE: Systems Analyst

CLASSIFICATION TYPE: Unclassified

SALARY (GRADE): \$55,306 (28M) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to assist the Commissioner of Elections to:

- Voting Machine Maintenance – Upgrading, testing, sealing, replacing ink cartridges and thermal printer tape, and maintaining documentation of, breakages, repairs and consumables inventory
- Documentation Retention – Maintaining documented logs of storage boxes stored at the Warehouse with dates of retention and descriptions of storage box contents
- Election Programming – Creating and testing election packages and ensuring their operability over the various hardware and software programs the BOE uses for elections.
- Equipment Delivery Coordination – Coordinating equipment delivery to polling sites
- Early Voting Activities –opening and closing the EV poll sites, restocking of election supplies as needed, and escorting sealed boxes of ballots and associated material back to the Warehouse and transporting absentee boxes to the Board
- Election Day Activities – Answering the phone lines to diagnose and possibly solve issues, or dispatching machine technicians to polling locations to fix reported issues called in by poll workers that can't be easily fixed over the phone.
- Election Night Reporting – Bipartisan teams of Systems Analyst validate and publish the data and extract reports from the Results Tally Reporting (RTR) software and provides the reports to the Commissioners for release to the State. These reports and results must then be uploaded to the Election Night Reporting website, with results being distributed to the State Board for major elections
- Audit Activities Post-Election – Assisting the Office with any audit activities post-election, such as absentee scanning, iPad Voter History Exports, 3% Audits

MINIMUM QUALIFICATIONS: Appointed based on clerical and administrative experience and other such qualifications, as the Commissioner of Election may determine appropriate.

****Oneida County is an equal opportunity employer****

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 7th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 09/16/2026