

# WASHINGTON COUNTY BOARD OF ELECTIONS

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## DUTIES OF ALL POLL WORKERS:

All Poll Workers are expected to:

- Conduct the election properly and lawfully and assist voters as necessary in a courteous manner.
- Fulfill all duties assigned by the Judge of Election.
- Understand the use of the voting system and how to process a voter.
- **NOT** wear partisan clothes (hats, shirts, etc.) or stickers and buttons.
- **NOT** discuss their opinions with other poll workers or voters concerning candidates, political parties, or ballot issues.
- Follow the instructions of the Judge of Election. All poll workers are to assist in the set-up of the voting equipment and the polling place.
- Complete their own pay sheet by signing and providing their current mailing address to ensure timely delivery of their payment approximately 2 weeks after the election.
- Prohibit the posting or distributing of any partisan material inside the polling place. **Voters may wear** partisan clothing (hats, shirts, etc.) as well as stickers and buttons inside the polling place, **but they may NOT** campaign for candidates inside the polling place.

## SPECIFIC ROLES/RESPONSIBILITIES OF ELECTION BOARD

### Judge of Election

- This is an elected position that runs every 4 years. If a vacancy occurs, the Board of Elections will appoint someone.
- Paid \$150, plus \$20 plus round trip mileage for return of election supplies (measured from the polling place to the Elections Office).
- Attends training prior to each election.
- Works with Election Office to coordinate delivery of election supplies before the Election.
- Contacts Inspectors and other election workers prior to Election Day to ensure availability and finds replacements, if necessary.
- Reports status of their election board to the Elections Office.
- Contact the polling place prior to Election Day to secure entry on Election Day and ensures tables/chairs are set up.
- Arrives at the polls between 6:00 AM and 6:30 AM to prepare polls for prompt 7:00 AM opening to the voters.
- In charge of the polling site on Election Day and assign duties of the day.

- Swears in all poll workers. The Judge of Election is sworn in first by the Minority Inspector. The form with the printed Oath of Office is inside the white election supply box. All Election Board members sign the Oath of Office form in their respective spot.
- Takes lead in setting up and closing voting systems.
- Oversees and prepares reports at the end of the day.
- Processes all paperwork to be returned to Elections Office on election night.
- May not go home on Election Night until all paperwork, supplies, and thumb drive from scanner are delivered to the Election Office.

#### Majority & Minority Inspectors\*

- These are elected positions that run every 4 years. If a vacancy occurs, the Board of Elections will appoint someone, with the input of the Judge of Election.
- Paid \$130 for the day. The Minority Inspector is paid an additional \$20 for return of election supplies with the Judge of Election on Election Night.
- Arrives at the polls between 6:00 AM and 6:30 AM to assist in preparing polls for prompt 7:00 AM opening to the voters.
- Checks the voters in at the poll books.
- Performs other duties as assigned by the Judge of Election.
- Helps close voting system and prepares results reports at the end of the day.
- The Minority Inspector keeps Envelope B, which holds a set of the election returns, for one year.
- May not go home on Election night until all paperwork, supplies, and thumb drive from scanner are delivered to the Election Office.

#### Clerks

- These positions are appointed: one clerk is appointed by the Majority Inspector and one clerk appointed by the Minority Inspector.
- Paid \$130 for the day.
- Arrive at the polls at time designated by Judge of Election (usually between 6:00 AM and 6:30 AM) to assist in preparing polls for prompt 7:00 AM opening to the voters.
- Performs duties as assigned by Judge of Election. In large precincts, this may include maintaining the Numbered List of Voters, one of the alphabetical groupings of the Poll Books or checking the names of voters arriving at the polls to ensure the voter is at the correct polling place.
- Helps close voting system and prepares results reports at the end of the day.
- May not go home until Judge of Election dismisses you.

#### Machine Operator

- If machine operators are needed, these positions are appointed by the Judge of Election.
- Paid \$130 for the day.
- Arrives at the polls at time designated by Judge of Election (usually between 6:00 AM and 6:30 AM) to assist in preparing polls for prompt 7:00 AM opening to the voters.

- Perform duties as assigned by Judge of Election. In large precincts, this work generally will be to ensure voters reach a voting machine, understand how to insert their blank ballot activation card, and then take their marked ballot to a scanner for counting.
- Helps close voting system and prepares results reports at the end of the day.
- May not go home until Judge of Election dismisses you.

\* Majority and Minority Inspectors: Officially, the Majority Inspector is the candidate who received the highest number of votes at the last election of inspectors, and the minority is the second. When appointed, the most recent inspector appointed is the minority inspector.