

Election Worker Qualifications

- ✓ Resident of Chautauqua County, Kansas
- ✓ Registered to vote at current address
- ✓ Social Security Card and Driver's License (for payroll department)
- ✓ Never been convicted of a crime that would affect my ability to be an Election Worker
- ✓ Cannot be on the ballot
- ✓ Complete the mandatory training
- ✓ Available for the complete day or scheduled shift (Smoking is not allowed at any polling location)

Training

Election Workers are required to complete an Election Worker application and attend a mandatory training session. The training session will cover the basics of operating equipment and policy and procedures of a polling location.

Hours

- Polls are open at 7:00 am to 7:00 pm
- All Election Workers must report to their assigned location no later than 6:30 am
- When the polls close at 7:00 pm, all workers assist in closing the polling location

Compensation

- Election Worker two hour training session \$20.00
- Election Workers \$120.00 a day, additional mileage will not be paid
- Supervising Judges training session \$25.00
- Supervising Judges \$140.00 a day, plus mileage
- Advance/Write-in/Audit/Mail/Canvass Board Judge \$12.00 an hour
- Advance/Write-in/Audit/Mail/Canvass Board Worker \$10.00 an hour

Election Workers Responsibilities

- Assist the Supervising Judge and share responsibility for operation of the polling site
- Greet the voters, check voters in, assist at the registration book, assure the proper ballot is being issued, escort voters to the voting booth or machine, place ballot in ballot box with discretion, issue an "I voted" sticker and assist the voters with general questions
- Assist in removing all signs & posters, place all supplies in boxes and pack all electronics

Supervising Judges Responsibilities

- In charge of the polling place and responsible for the operation of the polling place
- Pick up election supplies at Election Office
- Post proper election signs and posters
- Open polling location
- Oversee election workers and ensure all election laws are followed
- Close the polling location
- Personally check the ballot box and confirm both sides are empty and all ballots have been collected
- Complete ballot receipt and account for each ballot
- Print the results tape
- Remove all PC data cards
- Transport all ballots, result tapes and PC data cards back to the Election Office
- Call Election Office with any concerns throughout the day