Student Election Worker Application

Name: _____

Address: _____

Phone #_____ Date of Birth:_____

"I understand that voting is a basic right and duty of every American which I will handle with all honesty and integrity. I will be at the assigned voting location on time and report to the supervising Judge and I understand that I am not allowed to leave until my shift is over and I have been released from my duties by the supervising Judge."

_____   _____

Signature of Applicant   Date

Please (circle) and/or write your responses:

1. Are you or will you be at least 16 years of age on Election Day?   Yes   or   No

2. Can you work a full 14 hour shift? Yes   or   No   or   Can you work a 7 hour shift? Yes   or   No

3. Do you have reliable transportation on Election Day?   Yes   or   No

Parental (Legal Guardian) Consent

Name _____

Address _____Phone#_____

"I give my consent to have my son or daughter be absent from school on Tuesday, _____, 20____, Election Day, in order to work as an Election Worker at a Chautauqua County voting place. I further confirm that the student has transportation to the assigned voting place at 6:30 am and transportation from the voting place at approximately 8:00 pm on Election Day."

_____   _____

Signature of Applicant's Parent/Guardian   Date

School Recommendation

Name _____Title_____

School _____Phone#_____

I would recommend _____ to work as a Student Election Worker for the election because he/she is responsible and demonstrates good citizenship in the school. The student's absence will be excused on Election Day.

_____   _____

Signature of Counselor or Administrator   Date

Positions are available for Election Day at the polling place and the advance voting center. All positions will be compensated according to the attached list.

Please choose two (2) positions in which you are interested and able to work, and rank them (1 & 2) in order of preference.

_____ **Supervising Judge:** Must be able to learn all aspects of the polling site, supervise and assist 2-6 clerks, assign tasks to complete opening and closing procedures, oversee all functions of the polling site and handle various voting issues that may arise. Must also pick up and deliver voting supplies and ballots to the election office.

_____ **Assistant Judge:** Assist the Supervising Judge with polling site, assist clerks and handle various voting issues that may arise. Must also be able to direct incoming voters in a pleasant and correct manner. Be able to answer voter questions on voting procedures, show sample ballots to voters, and queue voters into lines to avoid congestion.

_____ **Cross-trained Clerks:**

_____ **Check-in Clerk:** Be able to learn a computer based electronic poll book. Key names of voter into computer, check voter ID and have voter sign signature pad.

_____ **Ballot Clerk:** Be attentive to detail, locate correct precinct ballot, assign a ballot and direct voter to voting booth or machine.

_____ **Machine Clerk:** Escort voters to the Express Vote machine and scan the sticker to ensure the correct ballot is available, instruct the voter to insert ballot paper, explain how to navigate the screen and then step away to allow the voter to have privacy while voting.

_____ **Ballot Box Clerk:** Be able to instruct the voter to insert the ballot into the scanner, read out loud any error & allow the voter to choose how they want to resolve it, thank each voter and issue an "I voted" sticker. Be able to show discrete and allow the voter to have privacy regarding their vote.

_____ **Advance Election Board Clerk:** Be able to work evenings after polling locations have closed. Open and process mailed in advanced ballots.

_____ **Write-in Board Clerk:** Be attentive to detail, able to identify and document the write-in votes.

_____ **Audit Board Clerk:** Be attentive to detail, able to review and tally selected ballots, making sure to document any discrepancy with election night totals, and confirm the number of audited ballots matches the number of voted ballots.

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

- o Assist the Supervising Judge and share responsibility for operation of the polling site
- o 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
- o 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