



POLL WORKER POSITIONS

- Poll Workers are assigned to one of the many polling places throughout Placer County. A polling place is where voters go to cast or drop off their ballot on Election Day.
- Being a Poll Worker is an exciting all day event. Poll Workers are expected to serve from 6:00 a.m. until approximately 9:00 p.m. (Hours vary depending on position.)
- Each precinct board typically includes an **Inspector**, a **Judge** and 3 to 5 **Clerks**.

INSPECTOR

★ Inspectors have the responsibility of overseeing all operations at their assigned polling place. Duties include, but are not limited to, the following:

- Manage and work with Poll Workers assigned to their precinct board.
- Coordinate access to their assigned polling place.
- Pick up and inventory Election Day supplies.
- Prepare, open, maintain and close the polling place.
- Assign duties and break times to their precinct board.
- Issue ballots and assist voters with various needs.
- Assist provisional voters with casting a ballot.
- Ensure all procedures are being followed in accordance with state law.
- Transport ballots and supplies to a receiving center after the polls close.
- Communicate regularly with the Elections office.
- Enforce and follow state and federal laws by performing tasks as instructed.

HOURS: 6:00 AM – 10:00 PM (Hours may vary, Inspectors are expected to oversee the close of the polls and transport ballots to their assigned receiving center at the end of the night.)

JUDGE

★ Judges are second in command and accept full responsibility to step up to the Inspector position should the Inspector not be able to fulfill their duties for any reason. Judge duties include, but are not limited to, the following:

- Fulfill the Inspectors duties if the assigned Inspector needs to leave for any reason.
- Cover for the Inspector during break times.
- Assist the Inspector with coordinating access to their assigned polling place.
- Set up voting equipment.
- Issue ballots and assist voters with various needs.
- Assist with provisional voters.
- Ensure procedures are being followed in accordance with state law.
- Assist the Inspector with closing procedures.
- Assist the Inspector with transporting ballots to the receiving center.
- Enforce and follow state and federal laws by performing tasks as instructed.

HOURS: 6:00 AM – 10:00 PM (Hours may vary, Judges are expected to assist the Inspector with transporting ballots to their assigned receiving center at the end of the night.)

CLERK

★ Clerks report to and take direction from their assigned Inspector. Clerks have the responsibility to assist the Inspector and Judge in all polling place operations. Clerk duties include, but are not limited to, the following:

- Set up voting equipment and supplies.
- Greet voters.
- Direct voter traffic to promote efficiency and keep lines moving.
- Issue ballots and assist voters with various needs.
- Assist with closing procedures.
- Enforce and follow state and federal laws by performing tasks as instructed.

HOURS: 6:00 AM – 9:00 PM (Hours may vary, be sure to confirm your hours prior to Election Day.)

ROVER

★ Rovers are assigned multiple precincts on Election Day and travel between them throughout the day to ensure all procedures are being followed. Rovers have a solid understanding of Election Day procedures and serve as a helpful resource to any issues Poll Workers may encounter on Election Day. Rover positions are limited and typically reserved for very experienced poll workers, preferably with previous Inspector experience. Rover duties include, but are not limited to, the following:

- Ensure all assigned polling places are open and running by 7:00 a.m.
- Ensure all voting equipment is set up properly at assigned polling places.
- Ensure all required signage is displayed properly at assigned polling places.
- Ensure all HAVA equipment is set up properly at assigned polling places.
- Ensure all assigned precinct boards are following procedures in accordance with state law.
- Replenish any necessary supplies throughout the day.
- Ensure Inspectors understand closing procedures.
- Ensure all assigned precincts have checked into the receiving center.
- Ensure all equipment and ballots have been accounted for.
- Enforce and follow state and federal laws by performing tasks as instructed.

HOURS: 6:00 a.m. – 10:00 p.m. (Hours may vary, Rovers are expected to stay at the receiving center until all their assigned precincts have checked in.)



POSITION DESCRIPTIONS



ELECTION NIGHT WORKER POSITIONS

- Election Night Workers are assigned to one of the receiving centers throughout Placer County. A receiving center is typically located in a large parking lot where Poll Workers will bring all their ballots and supplies after the polls close.
- Election Night Workers are responsible for ensuring all equipment and ballots are accounted for and transporting them to the Elections Office.
- Each receiving center crew typically consist of a **Supervisor**, a **Head Clerk**, and 3 to 6 **Clerks**.

SUPERVISOR

★ Election Night Supervisors have the responsibility of overseeing all operations at their assigned receiving center. Duties include, but are not limited to, the following:

- Report to the Elections Office to pick up their County assigned vehicle and receiving center binder.
- Be comfortable operating a 12-to-18-foot box truck.
- Responsible for opening and closing the receiving center (if applicable.)
- Go over safety procedures with crew and ensure all safety procedures are being followed.
- Delegate tasks to crew members.
- Ensure receiving center is set up safely and efficiently.
- Ensure all receipts and logs are being filled out properly.
- Serve as the main point of contact for the Election's Office and assigned Sheriff's Deputy.
- Ensure all equipment, supplies and ballots have been accounted for.
- Transport all equipment, supplies and ballots safely to the Election's Office.

HOURS: 6:30 PM – 11:00 PM (Hours may vary based upon location.)

HEAD CLERK

★ Head Clerks are second in command and accept full responsibility to step up to the Supervisor position should the Supervisor not be able to fulfill their duties for any reason. Head Clerk duties include, but are not limited to, the following:

- Ensure all safety procedures are being followed.
- Assist in setting up the receiving center to promote safety and efficient traffic flow.
- Issue receipts to Poll Workers and fill out required logs.
- Ensure all equipment, supplies and ballots have been accounted for.
- Ensure equipment, supplies and ballots are loaded into the truck correctly.
- Assist Supervisor in transporting ballots to the Election's Office.

HOURS: 6:30 PM – 11:00 PM (Hours may vary based upon location.)

CLERK

★ Election Night Clerks report to and take direction from their assigned Supervisor. Clerks have the responsibility to assist the Supervisor and Head Clerk in all receiving center operations. Clerk duties include, but are not limited to, the following:

- Set up the receiving center (traffic cones, directional signs, tables etc.)
- Collect equipment, supplies and ballots from the Poll Worker's vehicles.
- Direct traffic and keep traffic moving in a safe and efficient manner.
- Load equipment, supplies and ballots into the receiving center vehicle.

HOURS: 7:00 PM – 11:00 PM (Hours may vary based upon location.)