

ALAMEDA COUNTY REGISTRAR OF VOTERS SUMMARY OF ELECTION WORKER PAY AND DUTIES

- A full board (number of Election Workers serving Election Day) is **four**, including the Inspector.
- Occasionally the ROV will assign more than four Election Workers, if you replace Election Workers, you must contact the **ROV for approval** or **THEY WILL NOT BE PAID.**
 - Inspectors may replace from the line on Election Day only, if there are fewer than four Election Workers.
 - Inspectors **must notify the ROV immediately** should any Election Worker cancel
 - **Only registered voters can serve** as an Election Worker, unregistered voters will not be paid.
- Any Election Worker that attempts to serve on Election Day without proof of assignment > **MUST BE APPROVED BY THE ROV** or **THEY WILL NOT BE PAID.**
- **A Stand- By Election Worker is paid for class,** if they are available to serve Election Day and do not cancel.

Any questions regarding pay, ROV requirements or Election Day assignments, call the ROV at (510) 272-6971.

(Pay for service is delivered 4-6 WEEKS AFTER THE ELECTION)

Inspector	Judge	Clerk
\$140.00 Election Day	\$95.00 Election Day	\$95.00 Election Day
\$ 25.00 Class Attendance	\$25.00 Class	\$15.00 Class
\$ 10.00 Pickup Supplies	<u>\$ 5.00</u> Return Supplies	<u>\$ 5.00</u> Return Supplies
<u>\$ 5.00</u> Return Supplies	\$125.00	\$115.00
\$180.00		

SUMMARY OF ELECTION WORKER DUTIES

All Election Workers must report for service at their assigned polling place at 6:00 AM

INSPECTOR - INSPECTORS MUST HAVE A CAR.

- *Mandatory attendance of 3 hour class.
- *Contact each precinct worker prior to Election Day.
- *Contact the polling place prior to the election to ensure entry.
- *Pickup supplies weekend prior to election.
- *Setup of polling place on or day before election.
- *Election Day hours are from 6:00am until approximately 9:30pm.
- *Supervise the work of Election Workers / manage a polling place.
- *Return supplies to assigned Return Center with at least one other Election Worker.

SUPPLIES PICKED UP INCLUDE:

- 70 lb Ballot Station (approximate weight) (Ballot station is on wheels)
- 20 lb Rubber mat for disabled entrance (only a few polling places require a mat)

JUDGE/CLERK - Report for duty at 6:00 a.m., at your assigned polling place. Remain on duty until the polls close and closing procedures have been completed (assist Inspector in closing the polling place). **Judges must** attend a 3 hour training class. Judges will be responsible *for setting up, basic troubleshooting, and closing of equipment after the polls have closed*. **Clerks must** take a **2 hour class**. Either Judge or Clerk may accompany the Inspector to the Return Center.

Student Election Workers must be at least 16 years of age, a US citizen at the time of Election, a student in good standing with his or her school earning a grade point average of at least 2.5 on a scale of 4.0. The school and ROV must approve student participation; **Students without an approved application cannot serve, nor will they be paid. Student must serve at their ROV assigned precinct or they will not be paid.**

It is essential that all Election Workers possess a commitment to providing a service to all voters that is courteous and professional.

For additional information visit our website at www.acgov.org/rov or apply online at www.acgov.org/rov/workers.htm. If you have additional questions email us at rov_pollworker@acgov.org or call the Registrar of Voters at **(510) 272-6971**.

What is a successful Inspector?

- The inspector must be organized, able to resolve conflicts, and be a leader.
- The inspector must be able to effectively communicate with co-workers and the public in a professional manner.
- The inspector must be able to analyze the work-flow and take the necessary steps, in a tactful manner, to operate and efficiently run polling place.
- The inspector must be able to create and maintain a pleasant work atmosphere.

ELECTION DAY ASSIGNMENT SUMMARY:

Roster-Index Officer - Greets the voters, locates voter's name on roster index and verifies address; will ensure voters sign on the correct line next to voter's name and checks to see if name and address of voter writes matches printed name and address.

Street Index Officer - Responsible for lining out voter name on street index, which indicates voter, has voted. Update outside copies of street indexes every hour until 6:00PM

Ballot Officer – Issue a paper ballot to the voter. Remind voters not to over vote the individual races or their ballot will not count.

Demonstration Officer – Demonstrates to voters how to fill in between the arrows on the ballot, how to put the ballot in the privacy sleeve, scan the ballot or place in ballot box.

BREAKS - Each Election Worker receives (2) 1 hour breaks, one in the morning and one in the afternoon. All Election Workers must be on duty at 5:00 p.m. until closing procedures are completed.

SPLIT SHIFTS – Election Workers can work a split shift if they can not stay for the full day. The Election Worker must recruit the individual sharing the shift, the Election Worker must remain on duty until the 2nd person arrives. Their pay is split equally. Hrs. are 6:00AM. - 2:00PM. OR 2:00PM - closing. **Only Judges/Clerks are eligible to work a split shift.**