

# Poll Worker Job Description

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Job title: Poll Worker

Department: Elections

Reports to: County Clerk and other election officials

Rate of pay: \$8 – \$10 per hour

Application deadline: Open until filled (as necessary)

## **Essential job functions include:**

- Setting up election equipment inside a designated polling location
- Preparing election equipment as instructed in training sessions
- Maintaining election equipment security throughout the election period
- Thoroughly reviewing and completing all election forms
- Posting prescribed election materials inside and outside of polling location
- Qualifying voters through use of identification and poll lists
- Activating electronic ballots and selecting the correct ballot styles for each voter
- Assisting voters during the voting process by explaining equipment usage
- Closing the polling location at the end of the voting period

## **Other job functions may include:**

- Attending mandatory training as needed
- Returning all designated election supplies to the Central Counting Station on Election Day

## **Knowledge, skills, and abilities:**

- Ability to fluently speak, read, and write Spanish is helpful
- Basic computer skills are helpful
- Attention to detail
- Must be willing to work 12-14 hours on Election Day
- Strong verbal and written communication skills
- Excellent interpersonal skills in order to interact and cooperate with co-workers and to deal effectively with voters, poll watchers, electioneers, and the general public
- Ability to read, comprehend, and follow Texas Election Laws and instructions given by the Jefferson County Clerk
- Occasionally lifting and carrying objects weighing up to 20 lbs., such as election equipment, ballots, supply boxes, etc.
- Ability to recognize election issues and to promptly report any issues to the Precinct Judge or County Clerk as necessary