

Description of the Election Board Positions

All positions require:

- training (classroom & online)
- effective customer service skills
- assisting with setup & break down of polling place

Clerk- \$300-\$350 varies as to location and size

Picks up supplies prior to Election Day and returns them on Election Night. Responsible for the overall management of the polling place. Ensures order is maintained and the Election Workers perform their duties as assigned on Election Day. Fills in as needed, deals with any issues that arise at the polling location and completes all required reports. Is required to complete an evaluation on each worker at the end of Election Day.
Training Required: Classroom—8 hrs and online review

Voter Information Specialist- VIS - \$250.00

Processes the appropriate forms to update the record of an eligible voter, and communicates with Elections Office to resolve questions pertaining to a voter's eligibility to vote. Is responsible for processing any voters requiring assistance. Will assist the Clerk as needed throughout the day.

Training Required: Classroom—8 hrs and online review

Technical Support Operator- \$250.00

Provides technical support on all election equipment. Technicians will diagnose and troubleshoot various types of voting equipment. Responsible for uploading election results on Election Night.

Training Required: Classroom—4 hrs and online review

EVID Operator- \$200.00

Greets and processes voters using an electronic voter check-in system. Verifies voter's information, checks photo and signature identification of voters and issues ballots. Must be able to lift 30 pounds with assistance. Must be able to deal with the public in a professional and courteous manner.

Training Required: Classroom—3 hrs and online review

Poll Deputy- \$175.00

Maintains order outside the polling location by monitoring the 100 ft. no solicitation zone, puts out all Election Day signs and is stationed at the door of the polling location. Greets voters and reminds them to have their photo and signature identification ready. Sworn in as a deputy of the Sheriff's Office. Background checks are performed.

Training Required: Classroom—2 hrs and online review