

**SEE DEMOCRACY IN
ACTION
BECOME AN ELECTION
POLLWORKER**



Dear Electors,

The upcoming Elections will be an exciting time in Putnam County.

Successful elections depend on the services of poll workers who work at the polling places on Election Day.

I invite you to be part of this event by serving as an Election poll worker. We need friendly, energetic people to assist voters as they cast their ballot. This brochure provides you with information on how to become a poll worker and outlines the responsibilities of each position.

I look forward to working with you.

Sincerely,

Susan McCool

**“WHEN YOU BECOME A POLL WORKER,
YOU ARE SERVING YOUR COMMUNITY,
NOT JUST DOING A JOB”**



ELECTRONIC VOTER IDENTIFICATION STATION
“E.V.I.D”

POLLWORKER POSITIONS

CLERK I, II, III

The clerk manages the overall tasks, activities, and poll workers in the polling place. Picks up election day materials from the elections office prior to election day. Coordinates with election office staff on workers needed, training and confirming information with workers. Coordinates with their polling place workers often concerning election day duties, training dates and any other tasks referred to them by the elections office. Returns specified materials to the elections office on election night. Pay rates are: Clerk I - \$130, Clerk II - \$150, Clerk III - \$170 per election, plus mileage to pick up and return election supplies.

ASSISTANT I, II, III

The assistant assists the clerk and shares his/her duties as needed and may substitute for the clerk if the need arises. Will assist other workers during the day. Pay rate is \$125 per election. If for some reason the clerk cannot perform his/her duties, and the assistant must take over full clerk responsibilities, the assistant will be paid at the clerks rate of pay.

VOTING EQUIPMENT INSPECTOR

This inspector is responsible for the election equipment and it's proper operation during voting. Will assist other workers during the day. Pay rate is \$115 per election.

OTHER INSPECTORS

Inspectors are responsible for properly processing voters, issuing ballots, setup and breakdown of voting booths, and reorganizing of the precinct building after the polls close. Will assist other workers during the day. Pay rate is \$115 per election.

POLL DEPUTY

Deputies are responsible for maintaining order at the polling place, assisting voters, setup and breakdown of voting booths, and reorganizing of the precinct building after the polls close. Will assist other workers during the day. Pay rate is \$115 per election.

SUBSTITUTE

A substitute is a trained worker who is available to fill in for someone who is unable to work on election day. They are on stand-by at home from 6:00 a.m. to 8:00 p.m. on election day.

If you are interested in becoming a poll worker - fill out this form so the elections' office can schedule an interview with you. After the interview your application will then be referred to an outside staffing agency, for possible employment through them. If you have passed the interview process, you will be notified by the staffing agency for future employment through their service management as you will not actually be employed by the Elections' Office, you will be employed by the staffing agency.

**PUTNAM COUNTY
VOTING EQUIPMENT**



ACCU-VOTE OPTICAL SCAN MACHINE

 FOR MARKSENSE/PAPER BALLOT



ACCU-VOTE TOUCHSCREEN MACHINE

 An Election Solution Specifically For
AMERICANS WITH DISABILITIES