

Election Officer Availability Form

To help us honor your requests, please return this form as soon as possible.

Please Print Clearly

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____

We will only use your email for Election Officer correspondence.

Are you available to work **Tuesday, June 7, 2022**? Yes No

Are you available to work **Tuesday, November 8, 2022**? Yes No

Have you worked at a multi-day Voter Service Center, (VSC) before? Yes No

If yes, where and when? _____

Position Preference (position descriptions on back of this page):

Lead - Person in charge at a Voter Service Center

Voter Service Center Clerk

Voter Hotline – at Elections office

Other: _____

Polling locations will be open from the Saturday, 10 days before Election Day through Election Day, including Memorial Day, the following hours:

- Monday through Friday 8am to 5pm
- Saturdays & Sundays 9am to 5pm
- Election Day, Tuesday 7am to 8pm

Please check all days you are available:

Week beginning May 28:

Saturday Sunday Monday Tuesday Wednesday Thursday Friday

Week beginning June 4:

Saturday Sunday Monday Tuesday (Election Day)

Polling Site Preference _____ Co-Worker Preference _____

Do you speak Spanish? Yes, fluently Some, basic understanding No

Please remove my name from the Election Officer file. I no longer wish to serve.

Please return this form as soon as possible using any of the following methods:

Mail: County Clerk/Elections
Attn: Lynn Stipes
701 Ocean St. Room 310
Santa Cruz, CA 95060

FAX: (831) 454-2445

Email: pollworker@votescount.us

You will not be paid for training classes if you do not work Election Day.

Assignment letters and training schedules will be emailed 4-6 weeks before each election. Training will be held in the month prior to each election. The full training schedule will be available on our website www.votescount.us at least two months prior to each election.

All Leads and VSC Clerks are expected to arrive one hour before the center opens on the first operating day and one-half hour before opening on remaining assigned days. In addition, you should expect to stay after closing each night to ensure all items are secure and the days ballots are packed and ready for the Lead, and one other person, to return to the designated location.

Job Descriptions:

Lead - This position pays \$125 per day leading up to Election Day and \$150 on Election Day. You will be paid an additional stipend for attending training.

- Attend training.
- Contact your assigned clerks before Election Day to confirm their assignments.
- Act as person in charge of assigned VSC.
- Set up the VSC in time to be ready to open the doors at the correct time each day.
- Return ballots and other election materials each night.
- Have reliable, private transportation.

VSC Clerk- This position pays \$100 per day leading up to Election Day and \$110 on Election Day. You will be paid an additional stipend for attending training.

- Attend training.
- Work assigned hours on days leading up to Election Day.
- Work 6am until about 10pm on Tuesday, Election Day.
- Check in and assist voters.
- Help set up before opening each day.
- Help close and pack up at the end of each night.

Voter hotline - This position pays \$80 per day leading up to Election Day and \$100 on Election Day. You will be paid an additional stipend for attending training.

- Attend training.
- Work assigned hours on days leading up to Election Day.
- Work 7am until about 8pm on Tuesday, Election Day.
- Assist voters over the phone. Answer questions such as:
 - Where can I go to vote?
 - What time do the polls open/close?
 - What do I do if I make a mistake on my ballot?
 - Where can I return my vote by mail ballot?