



# County of Santa Cruz

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## County Clerk / Elections

701 Ocean Street, Room 310, Santa Cruz, CA 95060  
Phone: 831 454-2060 Toll-free: 866-252-5900 Fax: 831-454-2445 TDD: call 711  
E-mail: [info@votescount.us](mailto:info@votescount.us) Web sites: [www.sccoclerk.us](http://www.sccoclerk.us) & [www.votescount.us](http://www.votescount.us)

**Tricia Webber, County Clerk**

Greetings,

**Thank you** for your interest in serving your community as an Election Officer. Elections would not be possible without wonderful volunteers like you.

Welcome to the 2022 Election Cycle! This year the scheduled elections are the Statewide Direct Primary on **June 7, 2022** and the Statewide General Election on **November 8, 2022**.

We are expanding our Voter Service Center, (VSC) hours. Five centers will be open a full 11 days, beginning Saturday, May 28 for the Primary, and Saturday, October 29 for the General. The remaining centers will be open 4 days, beginning the Saturday before Election Day.

We need to know if you will be able to serve as an Election Officer during the 2022 Election Cycle.

Please let us know as soon as possible in one of the following ways:

- Complete and submit the form online at [www.votescount.us](http://www.votescount.us)
- Download and print out a paper version of the form from our website [www.votescount.us](http://www.votescount.us) and return it by:
  - **Mail:** County Clerk/Elections  
Attn: Lynn Stipes  
701 Ocean St. Room 310  
Santa Cruz, CA 95060
  - **Email:** [Pollworker@votescount.us](mailto:Pollworker@votescount.us)
  - **Fax:** 831-454-2445
- Call Lynn Stipes at 831-454-2416

All Election Officers are required to attend training. Trainings will be held in May for the June 7, 2022 Primary, and October for the November 8, 2022 General. A schedule will be e-mailed to you with your assignment letter and will be available online at [www.votescount.us](http://www.votescount.us). Due to the hands-on nature of trainings class size will be limited. Please sign up for a class that fits your schedule at [www.votescount.us](http://www.votescount.us).

## **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 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?

**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.

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

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

If you have a location or coworker preference, be sure to let us know. We will do our best to accommodate your request. The sooner we receive your information the better chance we have to honor your request. If you have a friend or relative who would like to work as an Elections Officer, please pass along this information. Electronic and printable applications are available on our website at [www.votescount.us](http://www.votescount.us).

Once you have signed up, be sure to mark your calendar as busy for both **June 7 and November 8, 2022!**

**High School Students**, please contact our office so we can get additional paperwork to you for parent and teacher signatures. Forms are also available online at [www.votescount.us](http://www.votescount.us).

With the increased days/hours for Election Officers there is also an increase in income for those who work. We are required to report any payment of \$600 or more in a calendar year. Stipend payments are not subject to income tax withholding. (Internal Revenue Code (IRC) Section 3401(a)). However, they are subject to the following reporting schedule:

*Within a calendar year:*

- *If you earn \$599 or less, you will **NOT** receive a W-2.*
- *If you earn \$600-1,999, you will receive a W-2. On the W-2, your earnings will be reported as wages. However, no amount will be reported as Social Security and Medicare wages.*
- *If you earn \$2,000 or more, your earnings will be reported as wages and you will be subject to Social Security and Medicare tax for the full amount earned as an Election Officer, not just the amount over \$2,000. [IRS Publication 15, page 42](#)*

We will be asking each Election Officer to complete a W-4 form when they attend training. We will only report your payment if you earn \$600 or more.

If you have any questions, please contact Lynn Stipes at (831) 454-2416, email [pollworker@votescount.us](mailto:pollworker@votescount.us)

**Thank you** for your consideration, and I look forward to working with you!

Best regards,

Lynn Stipes  
Program Coordinator  
Santa Cruz County Clerk/Elections