

# POLL WORKER BOARD DUTIES



## POLL WORKER BOARD

A poll worker board is comprised of 1 or 2 Inspectors (the person in charge of the vote center) and 3 to 8 Clerks (the line workers). The composition of the poll worker board is determined by the Registrar of Voters Office based on election size and the number of registered voters in the area. To be a poll worker you must be registered to vote in California or a permanent legal resident of the United States, and be able to serve from 6 a.m. until approximately 9/10 p.m. on Election Day or from 8 a.m. until approximately 6 p.m. on early voting days. Breaks are provided throughout the day. Training is provided before each election. Poll Workers should be comfortable using computers as most tasks at the polls now require them.

## INSPECTOR DUTIES

- There is 1 Inspector and 1 Co-Inspector per vote center. Co-inspectors will serve under the Inspector and step in when needed.
- Inspectors must be available to work all the days the Vote Center is open (4 or 11 days).
- Prior to Election Day, Inspectors must attend mandatory online and in-person training class and pick up some vote center supplies. An Inspector must have reliable transportation with plenty of room to accommodate 4 voting booths (2' x 2' sq.), a ballot box, supplies containers, signs, and other supplies.
- Inspectors must also check supplies to be certain they have all materials necessary to conduct the election. Contact the Vote Center to ensure access on Early voting days/Election Day and confirm with each poll worker assigned to their vote center that they will be present and are aware of their duties.
- Assign all Election duties to poll workers including, but not limited to, set-up, clean up, processing voters, short breaks plus lunch and dinner. Inspectors are also responsible for compliance at the vote center (i.e. posting of required signs, bilingual name tags worn, facsimile ballots, accessible ICX machine set up).
- Make sure the Vote Center is returned to the condition in which it was found (clean, closed up and locked). If applicable, the key is returned to the property owner.
- Return ballots and supplies to assigned "Receiving Center" on early voting days and election night, accompanied by another poll worker of your choice.
- Ideal Inspectors are organized, able to take charge, delegate tasks, have a good understanding of the process, and must be able to teach their clerks about tasks.

## CLERK DUTIES

- There are 3 to 8 Clerks per Vote Center depending on the size of the Election. Clerks are considered the line workers.
- Election day starts at 6 a.m. and lasts until all ballots and supplies have been repacked and loaded into the Inspector's car for return to the "Receiving Center." On early voting days, poll workers will arrive at 8 a.m. In some cases, the Inspector may ask you to assist them to the Receiving Center, as it is required for two people to be with the voted ballots at all times.
- Clerks assume duties as assigned by the Inspector including, but not limited to, finding voters' names on the roster laptop, having voters sign their label for the Roster of Voters, printing Official Ballots, assisting voters in depositing voted ballots into the ballot box, setting up, closing procedures, cleaning up, and assisting in any way possible. Clerks will fill in for an Inspector during their break, or in case of a last minute emergency.
- Clerks are required to watch online training videos before their first day of work. They may also attend an optional in-person training class to practice with the equipment.

