

## **Poll Worker Expectations**

(Poll Workers are paid \$150 for training and working a full day at the polls.)

- Read and write English
- Be a registered voter
- Attend training prior to each Election you work
- Be on time to training
- Have reliable transportation to and from polls
- Bring own food to work on Election Day
- Able to work at least a 14 hour day (7a.m. to 9p.m.)
- Able to lift 20 lbs and move folding tables and chairs
- Set up and close down polling place
- Obey all election laws
- Follow detailed instructions; small errors can have significant consequences
- Not related to a candidate or work for an entity or taxing district with an issue on the ballot
- Able to work as any of the clerks needed on Election Day (Election Day Registration Clerk, Poll Book Clerk, Issuing Clerk and Receiving Clerk)
- Provide excellent customer service
- Ensure all qualified voters are permitted to vote
- Ensure all voters who are permitted to vote are qualified
- Ensure each vote is private
- Contact the Elections Office with any questions prior to or on Election Day
- If you only attend training and not work Election Day, you be paid at \$7.25 an hour for training.

## **Chief Election Judge Expectations (beyond those listed above)**

(The Chief Judge is paid \$190 for training and working a full day at the polls.)

- Follow guidelines of Employer, Kootenai County, and set example for your poll workers
- Contact your poll workers
- Contact your polling place for access information
- Make sure each of your poll workers knows their job prior to Election Day
- Go through Supply Boxes the day before the Election to ensure you have all supplies needed
- Be the Greeter and handle flow of voters into polling place
- Complete the We Want to Know Questionnaire
- Return the ballots to the Elections Office unless there are extenuating circumstances
- If you only attend training and not work Election Day, you be paid at \$7.25 an hour for training.