

COUNTY EMPLOYEE MULTIPLE-DAY POLL WORKER FAQs

1. What are the requirements I must meet in order to serve as a poll worker?

- Be at least 18 years of age, a U.S. citizen, and registered to vote in California or be lawfully admitted for permanent residence in the United States.
- Be able to speak, read, and write the English language.
- Have reliable transportation to and from assigned super poll site.
- Complete two (*consecutive*) days of required in-person training
- Assist in the set-up and clean-up of the super poll prior to and one day after Election Day.
- Work from 7:30 a.m. to at least 5:30 p.m. (October 30 - Nov 2), 6:00 a.m. to approximately 10:00 p.m. on Election Day, Nov.3
- Operate electronic election equipment (i.e. electronic roster, laptop, ballot marking device, and printer)
- Understand and be willing to perform the poll worker responsibilities outlined below.
- Have written supervisor approval to participate
- Work within and ensure compliance with health and safety guidelines issued by public health officials

2. Are there additional responsibilities specific to poll worker positions?

NOTE: All County Employees will get paid their current hourly payrate. Overtime may apply.

A. Precinct Inspector (PI) (Previous poll worker experience *required*)

The role of a Precinct Inspector is to assist a Site Manager in the operations of a super poll site for the November Presidential General Election, while providing excellent service to a diverse voter population. This is a temporary position. The ideal candidate must be a team player, exhibit multi-tasking skills, professionalism, patience, flexibility, and integrity at all times. PI will assist the Site Managers to lead staff in the operations of a fast-paced super poll site using up-to-date election technology. PI must represent the Registrar of Voters in a professional and non-partisan manner.

- Assist Site Manager in the supervision of up to 13 Technical Inspectors at assigned super poll.
- Assist Site Manager to direct facility set up and close and ensure daily sign in and out of staff.
- Required to be present to receive equipment delivery at super poll site with Site Manager.
- Understand important details and concepts of election procedures to accurately convey information to staff and voters.
- Ensure health and safety practices are followed at the super poll site.
- Communicate effectively with staff, public, and management.
- Handle and resolve difficult situations in a positive manner.
- Willingness to perform other duties as needed.
- Continual walking, standing, turning, bending, simple grasping, reaching above and below shoulder level, and lifting and carrying objects weighing up to 30lbs.
- Ensure all voters and visitors have a positive voting experience.

B. Technical Inspector (TI)

The role of a Technical Inspector is to follow election procedures and operations at a super poll site for the November Presidential General Election while providing excellent service to a diverse voter population. This is a temporary position. The ideal candidate must be a team player, exhibit multi-tasking skills, professionalism, patience, flexibility, and integrity at all times. Under the supervision and direction of a Site Manager and Precinct Inspector, TI's will be assisting voters at a fast-paced super poll site using up-to-date election technology. TI's must represent the Registrar of Voters in a professional and non-partisan manner.

- Serve as the expert on setting up, operating, and troubleshooting electronic ballot marking device (BMD); includes activating ballots.
- Ability to manage lines and accept mail ballots while ensuring voter privacy.
- Accurately follow procedures when greeting and directing voters to designated stations.
- Willingness to rotate from various stations and perform other duties as needed.
- Able to sit and stand for long periods of time.
- Understand important details and concepts of election procedures and equipment to accurately assist voters.
- Handle and resolve difficult situations in a positive manner.
- Ensure health and safety practices are followed at the super poll site.
- Ensure all voters and visitors have a positive voting experience.

3. Does the Registrar of Voters provide any resources to poll workers to ensure confidence on voting days? Yes.

- Poll Workers are cross trained and therefore can serve as resources for each other.
- Poll Worker Manual is provided for easy reference and outlines the duties and procedures for voter scenarios.
- Poll Worker Hotline is staffed with experts, available prior to and on Election Day.

5. Bilingual?

- Federal laws currently require that we provide language assistance in Chinese, Filipino, Spanish, and Vietnamese. The Registrar of Voters encourages bilingual individuals to apply and help their community in aiding individuals with limited English.

6. How do I apply to serve as a poll worker?

Visit sdvote.com to submit an online application or download and print the [County Poll Worker Application](#) [pdf].

Complete and email, mail or fax applications to: MS O34; ROV Poll Worker Department, 5600 Overland Ave., San Diego, CA 92123
Phone: (858) 565-5800 Fax: (858) 467-9292 Email: County.pollworker@sdcounty.ca.gov

Applying to serve as a poll worker does not necessarily guarantee a position. The Registrar of Voters may revise assignments as needed.