

# 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 **and** be a registered voter in California or lawfully admitted for permanent residence with a Social Security number.
- Able to speak, read, and write the English language.
- Complete required online and in-person trainings.
- Assist in the set-up of the polling place on Election Eve.
- Have transportation to/from assigned polling place.
- Be willing to work from 5:45 a.m. to approximately 10:00 p.m. on Election Day.
- Understand and be willing to perform the poll worker responsibilities outlined below.

## 2. What do poll workers do on Election Day?

- Assist in the preparation of the polling place on the evening before Election Day.
- Set up, open, and close the polling place on Election Day and accurately assist all voters throughout the day.
- Receive a set stipend of \$100 to \$175 (depending upon position).
- Serve as a community volunteer; poll workers are not considered employees of the County of San Diego.

## 3. I am bilingual; will I be able to utilize my language skills to assist voters?

Poll workers who are fluent in English and one of the Federal or State required languages, and who are appointed to fill a language requirement receive an additional \$15 stipend. Federal and State laws require that we provide language assistance in Arabic, Chinese, Filipino, Korean, Spanish, and Vietnamese.

## 4. I work for the State of California; do you have a State Employee Poll Worker Program?

- Yes. State employees who serve as poll workers on Election Day may be eligible to apply for paid leave under the Employee Poll Worker Leave Program in addition to receiving a poll worker stipend. (Government Code 19844.7)
- Prior approval by the employee's appointing authority is required for each election.
- With supervisor approval, employees may complete online and attend in-person training during scheduled work hours.

## 5. Are there additional responsibilities specific to poll worker positions?

### A. Precinct Inspector (PI), Stipend \$150

- Serve as the supervisor of the polling place and oversee all activities of the poll workers.
- Pick up supplies on assigned date prior to the election and store them in a secure location until Election Day.
- Contact poll owner and all board members to arrange polling place preparation on the evening prior to Election Day.
- Complete four administrative pre-election tasks at home, prior to Election Day.
- Look up voters in the Roster to confirm eligibility to vote.
- Assist observers and media members.
- Use personal cell phone for Election Day communications.
- Drive with Assistant Inspector to drop off supplies/equipment at Collection Center after closing of polls.

### B. Touchscreen Inspector (TI), Stipend \$125

- Pick up supplies on assigned date prior to the election and store them in a secure location until Election Day.
- Set up, operate, and break down Touchscreen voting equipment; includes creation of Voter Access Cards.
- Ensure voters receive the correct ballot – electronic or paper.
- Serve as the expert on operating and troubleshooting the Touchscreen, and print out all associated reports.

### C. Assistant Inspector (AI), Stipend \$125

- Required to fill in for Precinct Inspector (PI) in the event of PI absence.
- Accurately perform responsibilities of PI and/or TI while they are on break, as required.
- Assist provisional voters and ensuring the envelope is completed.
- Ensure signature and security seal requirements are met.
- Drive with Precinct Inspector to drop off supplies/equipment at Collection Center after closing of polls.

### D. Clerk, Stipend \$100

- Ensure voter privacy as ballots are deposited in ballot box from secrecy sleeve.
- Check returned Mail Ballot Envelopes for proper signature and information.

## 6. Does the Registrar of Voters provide any resources to poll workers in order to ensure confidence on Election Day?

Yes

- Requires that every poll worker must complete online and in-person training; therefore, all poll workers are now able to serve as resources for each other.
- One-hour Touchscreen Workshop at the end of class AI, TI and Standby are required to attend (PI, Clerk optional).
- *Poll Worker Manual* for easy reference is provided and a checklist outlining all duties of each poll worker.
- Poll Worker Hotline staffed with trainers, available prior to and on Election Day, with experts to assist with questions.
- Poll Worker workshops held the Sunday and Monday before the election to provide additional opportunities to practice for Election Day.
- Field Support Representatives deployed to each polling place on Election Day to provide support or assist as needed.

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

State employees must complete and submit a State Poll Worker Application.

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*Submitting an application to serve as a poll worker does not necessarily guarantee a position. The Office of the Registrar of Voters reserves the right to make revisions to assignments as needed.*