

Registrar of Voters

Mail Ballot Drop-Off (MBDO)

Ballot Collection Team Job Description

Temporary Election Worker \$14.25/hour

NOTE – you cannot work at a poll Sep 11-14 and work the MBDO program Aug 17 – Sep 14 .

You cannot apply for both positions – it is one or the other.

The MBDO program was established in 2014 as a convenient alternative to returning voted mail ballots via USPS mail. Ballots are dropped off at a secure location and voters enjoy an in-person experience like voting at a poll. The program eases congestion and lines at the polls on Election Day and ensures the timely return of mail ballots, saving time and taxpayer dollars

THE OPPORTUNITY

The County of San Diego Registrar of Voters (ROV), Logistics and Warehouse Operations has the following temporary job opportunities for the Mail Ballot Drop-Off-Ballot Collection Team:

- **MBDO Monitor (work in team of two)**
Ensures mail ballot envelopes are properly signed and dated before placed into the ballot box while providing excellent customer service to a diverse voter population. They also complete the chain of custody form for the ballot boxes.
- **MBDO Driver (work in team of two)**
Responsible for safely and securely transporting ballot boxes to and from mail ballot drop-off and poll locations throughout the county.

WORK PERIOD

The MBDO program runs from August 17 through September 14. Applicants are required to attend a two-hour training in early to mid-August. A new employee orientation may be required prior to training.

- Monitors may be scheduled to work any day between August 17 and September 14. A limited number of time off requests are allowed. Shift assignments (date/time) vary by drop-off location. Shifts are scheduled as close to your home as possible; however, those willing to travel may have more shifts available.
- Drivers will start a few days before the start of the program to deliver supplies, and may work past the election to return rental vehicles. Drivers may be scheduled to work any and/or all days between August 17 and Election Day, September 14. Early morning, late evening and weekend work may be necessary. Drivers may work as substitute monitors as needed. Shifts vary by route assignment.

QUALIFICATIONS

Applicants must represent the Registrar of Voters in a professional/non-partisan manner. The following knowledge, skills and abilities have been identified as necessary and/or desirable for the positions:

- Not currently working full time. Availability to work day, evening or weekend shifts. Must be available to work on Election Day, September 14.
- Positive attitude and dependability to show up on time for assigned shifts
- Ability to understand and follow oral and written instructions
- Ability to learn and remember important details to complete chain of custody form
- Communicate effectively with staff, public and management
- Demonstrate friendly customer service skills
- Willingness to use Kronos smartphone application to complete weekly timesheet
- Willingness to use WhenToWork website to confirm schedule and set work availability
- Read, write and speak English (bilingual a plus – please indicate on application)
- Work on a team with minimal or no supervision
- Ability to lift a ballot box weighing up to 30 pounds
- Ability to sit for long periods of time
- Ensure health and safety practices are followed, if needed, at ballot drop-off locations (monitor) or to/from ballot drop-off locations (driver)
- Ability to use GPS applications to navigate safely and efficiently during day and night hours to/from drop-off locations and scan ballot boxes to track location (driver)
- Possession of a valid California Driver's License (driver)

Location for MBDO Drivers:

Kearny Mesa warehouse located at 5600 Overland Ave, San Diego

Location for MBDO Monitors:

Drop-off locations exist throughout the county and vary based on assignment

This recruitment can close at any time once the business needs of the department have been met. Qualified applicants are urged to apply immediately by sending email with name, address, city, zip, mobile phone and desired position (monitor or driver) to lisa.smith@sdcountry.ca.gov using subject line "MBDO APPLICANT."