

POLL WORKER FAQs

1. What are the requirements I must meet in order to serve as a Poll Worker – Technical Inspector or Precinct Inspector?

- Be at least 18 years of age.
- Be 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 voting location.
- Complete two (*consecutive*) days of required in-person training.
- Be available to assist in the set-up and clean-up of a voting location prior to and one day after Election Day.
- Be willing to work from 7:30 a.m. to 5:30 p.m. up to 11 days prior to, and 6:00 a.m. to approximately 10:00 p.m. on, Election Day.
- Operate electronic election equipment (i.e., laptop, ballot marking device, electronic roster, and printer)
- Understand and be willing to perform the responsibilities outlined below.
- Work within and ensure compliance with health and safety guidelines.

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

A. **Precinct Inspector (PI)**, \$17.61/hr. (Must have previous County of San Diego poll worker experience as a Technical Inspector)

The role of a Precinct Inspector is to assist a Site Manager in the operations of a vote center for the upcoming 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 Manager to lead staff in the operations of a fast-paced vote center 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 oversight of up to 10 Technical Inspectors at assigned vote center.
- Assist Site Manager to direct facility set up and close and ensure daily sign in and out of staff.
- 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 vote center.
- Communicate effectively with staff, public, and management.
- Handle and resolve difficult situations in a positive manner.
- 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.
- Safely and securely return voted ballots in compliance with chain of custody procedures to collection site after each night of voting.
- Ensure all voters and visitors have a positive voting experience.

B. **Technical Inspector (TI)**, \$16.00/hr. (No previous poll worker experience necessary)

The role of a Technical Inspector is to follow election procedures and operations at a vote center for the upcoming 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 oversight of a Site Manager and Precinct Inspector, TI's will assist voters at a fast-paced vote center using up-to-date election technology and 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.
- Manage lines and accept voted mail ballots while ensuring voter privacy.
- Accurately follow procedures when greeting and directing voters to designated stations.
- Rotate from various stations and perform other duties as needed.
- 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.
- Follow health and safety practices as required.
- Safely and securely return voted ballots in compliance with chain of custody procedures to collection site after each night of voting.
- 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 Election Day? 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 Election Day scenarios.
- Poll Worker Hotline is staffed with experts, available prior to and on Election Day.

4. Bilingual?

- Federal laws currently require language assistance is provided in Chinese, Filipino, Spanish, and Vietnamese.
- The Registrar of Voters encourages bilingual poll workers to support other community members who may request assistance.

5. How do I apply to serve as a poll worker? Visit sdvote.com or <https://www.governmentjobs.com/> to submit an online application.

For questions or additional details, contact the ROV: ROV Poll Worker Department, 5600 Overland Ave., San Diego, CA 92123
Phone: (858) 565-5800 Email: 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.