

Election Worker Overview

Election workers serve in many positions. Below is a summary of positions available, specific duties, time commitment, qualifications and compensation provided. Online applications can be submitted at <https://humboldt.gov.org/FORMCENTER/ELECTIONS-6/POLL-WORKER-APPLICATION-47> Feel free to contact the Office of Elections with any questions at (707) 445-7481.

ELIGIBILITY REQUIREMENTS

Election workers must meet the following criteria:

1. Able to read and write in fluent English; and
2. Registered to vote.*

*Requirement 2 is waived if you are a:

- High school student 16-17 years of age with a GPA of 2.5 or greater; and/or a
- Permanent resident of the United States.

POSITION TYPES

- Manager
- Clerk
- Voting Equipment Technician
- Rover
- Ballot Transporter
- Election Night Worker
- Office Greeter

POSITION DESCRIPTIONS

Manager

Duties: Recruits and leads a team of election workers at an assigned polling place, coordinates with the Office of Elections, assigned polling place and team members for setup and closing, and guides team's Election Day assignments.

Time Commitment: Approximately 18 hours including a couple of hours of setup the day/eve before Election Day and all day Election Day (6am-9:30pm) and approximately 5 hours mandatory training completed prior to the election.

Qualifications: Worked a minimum of one election as an inspector or manager. Possess valid California driver's license and vehicle insurance. Must be registered to vote.

Stipend: Up to \$136 stipend (\$96 + \$20 per required training)

Apply: Contact us at humboldt_elections@co.humboldt.ca.us

Clerk

Duties: Assists with setup and closing duties and performs Election Day assignments.

Time Commitment: Approximately 18 hours including a couple of hours of setup the day/eve before Election Day and all day Election Day (6am-9:30pm) and approximately 4 hours mandatory training completed prior to the election. Half Clerk stipends available for anyone who works less than a full day.

Qualifications: Election Clerk experience preferred but not required.

Stipend: Up to \$131 stipend (\$91 + \$20 per required training)

Apply: <https://humboldt.gov.org/FORMCENTER/ELECTIONS-6/POLL-WORKER-APPLICATION-47>

Rover

Duties: Delivers election supplies to polling facilities, checks ADA set up at the polls and backs up precinct board teams as needed.

Time Commitment: Approximately 16 hours on Election Day and approximately 3 hours mandatory training completed prior to the election. Headshot photo required.

Qualifications: Rover experience preferred. Possess valid California driver's license and vehicle insurance.

Pay: Starts at \$15.11 per hour. Must complete County employment paperwork or be County Employee already.

Apply: Contact us at humboldt_elections@co.humboldt.ca.us/707-445-7481

- Positions and payment are subject to change based on the specifics of the election.

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Ballot Transporter

Duties: Travels to assigned ballot drop off locations to collect and return voted ballots to the Office of Elections.

Time Commitment: Up to 4 hours every 4th day for up to 27 days prior to, and on Election Day. Two hour training required. Headshot photo required.

Qualifications: No experience required. Possess valid California driver's license and vehicle insurance.

Stipend: \$20 per day per person + mileage reimbursement per team.

Apply: <https://humboldt.gov/FORMCENTER/ELECTIONS-6/POLL-WORKER-APPLICATION-47>

Election Night Worker – COUNTY EMPLOYEES ONLY

Duties: Assists the Office of Elections after the polls close to receive and process materials returned from the polling place teams.

Time Commitment: Approximately 5 hours on Election Day. Headshot photo required.

Qualifications: No experience required. Must be an employee with the County of Humboldt.

Stipend: \$91 stipend

Apply: <https://humboldt.gov/FORMCENTER/ELECTIONS-6/POLL-WORKER-APPLICATION-47>

Office Greeter

Duties: Greets and directs voters at the Office of Elections on Election Day.

Time Commitment: Approximately 13 hours (6am to 8:30pm) on Election Day and 1 hour mandatory training completed prior to the election. Headshot photo required.

Qualifications: No previous experience required.

Stipend: Up to \$111 stipend (\$91 + \$20 for required training)

Apply: <https://humboldt.gov/FORMCENTER/ELECTIONS-6/POLL-WORKER-APPLICATION-47>

COUNTY EMPLOYEES

The Humboldt County Board of Supervisors encourages county employees to be election workers. All positions are paid. County employees have the option to receive regular workday compensation, or to use benefit time and additionally receive a stipend, subject to supervisor approval.

OFFICE GREETER

Office greeters are people with high energy who work at the Elections Office from 8:00 am – 9:00 pm on Election Day. Office Greeters assist voters coming to the Elections Office with any questions they may have, paperwork they may need, or directs them to office staff.

TRAINING

Prior to each election, the Office of Elections will provide election workers with needed training. Required training varies between positions. A training schedule will be provided to election workers prior to the beginning of the training program. Each required training is paid.

TRANSPORTATION

Election workers are responsible for providing their own transportation. Election workers using their own vehicle for election-related activities (e.g. transporting election equipment or ballots) must possess a valid California Driver's License and valid automobile insurance.

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