



Election Worker Overview

Election workers can serve in many positions. Below is a summary of positions available, specific duties, time commitment, qualifications and compensation provided. Complete an election worker application today by visiting the Elections Worker webpage at <https://humboldt.gov.org/3451/Apply-to-be-an-Election-Worker>. Completed applications can be submitted to the Office of Elections via email at humboldt_elections@co.humboldt.ca.us or applicants may drop off or mail completed applications 2426 Sixth St., Eureka, CA 95501.

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.

POSITIONS NEEDED

- Vote Center Manager
- Vote Center Staff
- Ballot Transporter

Position Descriptions

Vote Center Manager

- **Work Assignments beginning February 24, 2024 through March 5, 2024**
- **Location:** Vote Centers
- **Pay:** \$20.38 per hour
- **Time Commitment:** Five hours of mandatory paid training. Eight hours for set up and break down of the Vote Center before and after the election. Eight hours per day during the early voting period and up to 12 hours on Election Day.
- **Duties:**
 - Act as primary contact for location facilities staff.
 - Responsible for overall conduct of the election within their Vote Center.
 - Daily verification of Vote Center inventory and equipment readiness.
 - Ensure security and ballot transport procedures are followed.
 - Assign breaks, assign roles and verify timesheets and payroll forms for Vote Center staff.

Vote Center Staff

- **Work Assignments beginning February 24, 2024 through March 5, 2024**
- **Location:** Vote Centers
- **Pay:** \$15.88 per hour
- **Time Commitment:** Four hours of mandatory paid training. Eight hours for set up and break down of the Vote Center before and after the election. Eight hours per day during the early voting period and up to eight hours on Election Day.
- **Duties:**
 - Greet and check in voters and issue ballots.
 - Offer voters assistance as needed.
 - Ensure equipment, ballots and materials are ready and in working order for use by voters.
 - Assist with daily verification of ballots.

Extra Help Workers

- **Work Assignments beginning February 5, 2024 through April 5, 2024**
- **Location:** Office of Elections – Eureka
- **Pay:** \$15.88 per hour
- **Time Commitment:** Four hours of mandatory paid training. Up to eight hours per day for the 30 days before and after election day.
- **Duties:**
 - Assist the office with receiving ballots from ballot transporters.
 - Assist the office with operating the Voter Help Line.
 - Receive and sort election mail.
 - Act as a greeter for the Office of Elections.
 - Open and process vote by mail ballots.

Ballot Transporters

- **Work assignments beginning February 5, 2024, through March 5, 2024**
- **Qualifications:** No experience required. Possession of a valid driver's license. Active automobile insurance.
- **Location:** Various locations across Humboldt County. For specific routes please see application materials.
- **Pay:** \$20 per day plus mileage (0.655 cents per mile)
- **Time Commitment:** Two hours of mandatory paid training and up to four hours once every four days during the voting period.
- **Duties:**
 - Travels to assigned ballot drop off locations to collect and return voted ballots to the Office of Elections.