



JEFFERSON COUNTY ELECTIONS

PART-TIME EMPLOYMENT OPPORTUNITY

Job Title: Poll Worker
Department: Elections
Reports To: County Clerk and other election officials
Rate of Pay: \$8-\$9 per hour
Application Deadline: Open Until Filled (as necessary)

▪ **Essential job functions include:**

- Set up of election equipment inside a designated polling location
- Preparation of election equipment on as instructed in training sessions
- Maintenance of election equipment security throughout the election period.
- Thorough review and completion of all election forms
- Posting of prescribed election materials inside and outside of polling location
- Qualification of voters through use of identification and poll lists
- Activation of electronic ballots and selection of correct ballot styles for each voter
- Assistance of voters during the voting process by explaining the use of the equipment as necessary
- Closing the polling location at the end of the voting period

▪ **Other job functions may include:**

- Attending mandatory training as needed
- Returning all designated election supplies to the Central Counting Station on Election Day

▪ **Knowledge, skills, and abilities:**

- Ability to fluently speak, read, and write Spanish helpful
- Basic computer skills helpful
- Attention to detail
- Must be willing to work 12-14 hours on Election Day
- Strong verbal and written communication skills
- Excellent interpersonal skills in order to interact and cooperate with co-workers and to deal effectively with voters, poll watchers, electioneers and the general public
- Ability to read, comprehend, and follow Texas Election Laws and instructions given by the Jefferson County Clerk
- Occasionally lifting and carrying objects weighing up to 20 lbs., such as election equipment, ballots, supply boxes, etc.
- Ability to recognize election issues and to promptly report any issues to the Precinct Judge or County Clerk as necessary