

# ELECTION WORKER: JOB DESCRIPTIONS

\*\*All positions require applicant be qualified to register to vote and the ability to pass a background check. Positions that handle ballots require applicant be registered to vote in Arizona\*\*

## **Central Board Worker**

Central Board Workers process ballots, equipment, and polling location materials in bipartisan teams. Work starts prior to Election Day and continues after the election, with a night shift available. Duties vary from auditing materials for collection at receiving sites, scanning and sorting polling location equipment, assisting with ballot disposition, and working in the warehouse. Reliable transportation, valid AZ driver's license and insurance, ability to stand for extended periods and move 20lbs are required for some tasks.

## **Warehouse Driver**

Election Warehouse Drivers work in pairs to stage, deliver and audit elections equipment prior to the opening of polling locations, process election equipment after the closing of the polls on Election Day and pickup of non-essential equipment in the days following the election. Valid AZ driver's license, ability to stand for extended periods and move 20lbs+ is required, knowledge of delivery and customer service a plus.

## **Elections Warehouse Worker**

Warehouse Workers prepare materials to be dispatched at Vote Centers and Polling locations. Standing, lifting 20lbs+, walking, and equipment use is a daily occurrence. A variety of tasks including packing, sorting and moving items in preparation for the General Election. Works with the Warehouse Drivers to deliver and pickup equipment, and audits supplies before leaving and upon return to the elections warehouse.

## **Troubleshooter**

Troubleshooters work with both Early and Election Day Voting teams, depending on availability. They are responsible for communicating and solving issues at their assigned polling locations with the support of the Troubleshooter Hotline and other technical staff. This position requires driving and basic knowledge of computing systems, printers and election procedures. Reliable transportation, valid AZ driver's license and insurance, ability to stand for extended periods and move 20lbs are required for some tasks.

## **Early Voting Clerk**

Early Voting Clerks include Special Election Board Members, Signature Verifiers, and Ballot Processors, starting at least 21 days prior to Election Day.

A Special Election Board is a bi-partisan board that will visit voters/facilities to assist voters in marking their ballots and signing their affidavit. This is a service LIMITED to voters with physical disabilities or illness that precludes them from voting otherwise. Applicants should possess reliable transportation, a valid AZ driver's license, and vehicle insurance.

Signature Verifiers assist in verification of voter affidavits, follow-up in writing and by phone, flagging ballot requests and sending registration forms, and helping voters with requests through the voter Hotline.

Ballot Processors work at the Elections Warehouse preparing signature verified ballots for counting in the Ballot Tabulation Center. Attention to detail is required of these workers, as repetitive tasks are conducted with a partner of a different political party, to ensure an accurate audit of balloting materials throughout the process. Night shifts available.

### **Ballot Tabulator**

Ballot Tabulators, Catchers, and Duplicators will be responsible for the counting and auditing of ballots, duplicating ballots in teams of two, and processing write-in ballots in preparation for the canvass of election results. The persons filling these positions will need an excellent focus on detail, the ability to work while standing for extended periods of time at a central count machine, and the desire to work in teams to ensure the counting process is complete with accuracy and precision.

To Apply: [https://www.governmentjobs.com/jobs/2201166-0/elections-worker?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic#](https://www.governmentjobs.com/jobs/2201166-0/elections-worker?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic#)

With warmest regards,  
Chatham

**Chatham Kitz**

**Community Relations Coordinator | Office of Maricopa County Recorder Adrian Fontes**

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**[Maricopa.Vote](http://Maricopa.Vote)**

