

JUDGE OF ELECTION:

- This is an elected position that runs every 4 years. If a vacancy occurs, the Board of Elections will appoint someone. If a vacancy exists on Election Day, notify the Election's office immediately.
- Paid \$95-\$115 for the day plus \$20 transport and mileage for return of election supplies. Plus \$10 for attending training.
- Receive election supplies at their residence 4-5 days before the election. Transport these materials to the polling place on Election Day.
- Contacts Inspectors and other Election workers prior to Election Day to ensure availability and finds replacements, if necessary. The Voter Registration will also help to find replacements.
- Contact the polling place prior to Election Day to secure entry on Election Day and ensures tables/chairs are set up. Also, may contact polling place to seek entry the day/night before the Election Day to set up the polling room.
- Must arrive at the polls between 6-6:15am to prepare polls for prompt 7am opening to voters.
- In charge of the polling site on Election Day and assign duties to other election workers.
- Take lead opening the DS200 scanner to remove ballots, opening scanner and express vote and closing machines.
- Hand out paper ballots
- Provide instruction to voters voting a Provisional Ballot
- Process all paperwork to be returned to the Return Center on Election night.
- May not go home on Election Night until all paperwork, supplies and thumb drives are delivered to the Return Center.

MAJORITY & MINORITY INSPECTORS:

- This is an elected position that runs every 4 years. If a vacancy occurs, the Board of Elections will appoint someone, with input from the Judge of Election.
- Paid \$90-\$110 for the day, plus \$10 for attending training.
- Must arrive at the polling place between 6:00am-6:15am to assist in preparing polls for prompt 7:00am opening to the voters.
- Check the voters in at the poll books.
- Perform other duties as assigned by the Judge of Election.
- Help close the voting machines and prepare reports at the end of the day.
- The Minority Inspector* keeps Envelope B, which holds a set of the election returns, for 1 year.
- May not go home on Election night until all paperwork, supplies and thumb drive are delivered to the Return Center.

CLERKS:

- These are appointed positions.
- Paid \$85-\$105 for the day plus \$10 for attending training.
- Must arrive at the polls at time designated by Judge of Election (usually between 6:00am – 6:30am) to assist in preparing polls for prompt 7:00am opening to the voters.
- Perform duties as assigned by Judge of Elections. This may include maintaining the numbered list of voters (writing each voters name in a booklet), directing voters to open booths or helping voters who need assistance.
- Help close voting system at the end of the night.
- May not go home until the Judge dismisses you.

The above is a general overview, the specific duties are determined based on the size of the election district and preferences of the Judge of Elections, who is responsible for the effective management of the polling place.

*Minority Inspector: There are two inspectors, a majority and minority. Officially, the Majority Inspector is the one of the two who received the highest votes at the last election of inspectors, and the minority is the second of these two elected positions. When appointed, the most recent inspector appointed is the minority inspector.

DUTIES OF ALL POLL WORKERS:

All Poll Workers are expected to:

- Conduct the election properly and lawfully and assist voters as necessary in a courteous manner.
- Fulfill all duties assigned by the Judge of Election.
- Understand the use of the voting systems and how to process a voter
- NOT discuss their opinions with other poll workers or voters concerning candidates, political parties or ballot issues.
- Follow the instructions of the Judge of Election. All poll workers are to assist in the set up of the voting equipment and polling place.
- Sign the paysheet.
- Prohibit the posting or distributing of any partisan material inside the polling place. Voters may not campaign for candidates inside the polling place.

TRAINING:

- The Election office holds training 3-4 weeks before each election.
- Training classes are offered in the morning, afternoon and evening.
- Teams do not have to attend together, but we do **STRONGLY** recommend attending a class.
- An in depth training manual is provided showing:
 - how to complete all paper work,
 - understanding the information provided in the poll book,
 - Phone numbers to reach the Voter Registration office on Election Day
 - Voting System manuals
 - Easy to follow instructions on how to open and close both machines.
 - Issuing provisional ballots

ROVERS:

- Blair County has Election Rovers that are stationed all over the County on Election Day. They are available starting at 5am. If you need help with your voting system, a rover is always minutes away.

ELECTION / VOTER REGISTRATION STAFF:

- Our staff is available before election day and on election day to help with any question or problem you may have. We are always only a phone call away to answer your questions.

Please call the Voter Registration office at 693-3150 or email sseymour@blairco.org if interest in running for a Judge or Inspector or filling a current vacancy we have in the County.