

# Election Day Clerk- Position Overview

## **Compensation:** \$8.25 per hour

-Will be paid for 2 hours of training before each election, any hours worked during early voting (optional), and all hours worked on Election Day (including travel time from precinct to Election Office to deliver returns)

## **Qualifications:**

- Must be a U.S. Citizen
- Must reside in Polk County
- Must complete all training before each Election Day
- Must not hold public office OR be a direct relative of a candidate
- Must be at least 16 years or older
- Must be willing to work any Polling Location assigned

## **Training:**

- Generally held 1-2 weeks prior to each election, and will last approx. 2 hours
- Mandatory for all Poll Workers
- Materials are reviewed every training session

## **Required Skills:**

- Read, write, and speak English
- People Skills, ability to work with the general public
- Excellent communication skills
- Organization
- Ability to multitask and work in a fast-paced environment

## **General Responsibilities:**

- Set up voting equipment
- Checking in Voters using voter list or digital lists
- Cleaning/sanitizing equipment
- Greeting voters, addressing questions prior to voting
- Answering questions regarding the use of voting equipment
- Monitoring voting areas and exits

## **Election Day Hours:**

- 6:00am-8:00pm. Dependent upon the Election, Clerks may be released earlier

\*\*All Election Day Poll Workers are representatives of the Elections Office and the State. They are required to always be professional and courteous, and to work as a team. We encourage open communication to ensure all questions and concerns are addressed prior to each Election Day\*\*