

Now you can be a part of the democratic process!

The Registrar of Voters office is recruiting County employees to work as Poll Workers on Election Day. There are several elections conducted each year. The next election will be conducted on November 2, 2010. No experience is required; we will train you. The only requirement is that you are an American citizen and registered to vote.

FAQ's

Q: Elections are always conducted on a Tuesday. Do I have to use my vacation time?

A: No, County employees will not use their accumulated leave balance. County employees will be paid their normal salary as if they were reporting to work for a regular work day. The TRC code POLLS should be coded on your TLR for Election Day only for your normal work day.

Q: What are the hours for a Poll Worker on Election Day?

A: Each polling place must be open to serve voters from 7:00 a.m. – 8:00 p.m. Therefore, Poll Workers must arrive at 6:00 a.m. to set up the polling place and will leave when the closing procedures have been completed (approximately 9:30 p.m.)

Q: 6:00 a.m. to approximately 9:30 p.m. is longer than my normal work day. Will I get overtime or other compensation?

A: You will not get overtime, but you will receive a stipend in the amount of:

- Clerks \$115.00 (\$100.00 plus \$15.00 for attending one mandatory training class) (no experience is required).
- Inspectors \$165.00 (\$135.00 plus \$30.00 for attending one mandatory training class); previous election experience is highly desirable. Inspectors serve as poll site supervisors and have additional responsibilities, such as picking up voting materials and supplies; these duties are to be performed on your own time.
- Bilingual Poll Workers are paid an additional \$10.00 differential (English and Spanish only).

Bilingual County employees are strongly encouraged to apply.

Q: How long and what does the mandatory training involve?

A: The training class is two hours. Day and Evening classes throughout the County are available; just sign up for the one that is most convenient for you. Training is attended on your own time.

Q: Which polling place will I be serving?

A: There are over 500 poll locations throughout the County. Placement is based on need. However, we try our best to place you closest to your home.

Q: What do Poll Workers do?

A: Assist with setting up the voting equipment, provide voter assistance and supplies as necessary and assist with closing procedures and the break down of the polling place.

Interested? Complete the application on the back of this flyer and obtain your Department Head's written approval. Return your approved application to the Registrar of Voter's Office at 777 East Rialto Avenue, San Bernardino CA, 92415, or send it interoffice mail to mail code #0770 or fax to 909.387.2022.

Questions? Please contact us at 909.387.8300 and ask for the Poll Worker Recruitment Department.



San Bernardino County Employee Poll Worker Application



Name: _____ Employee ID _____

Home Address: _____ (Please Print)

_____ (street)

Home Phone: _____ (City, State, Zip Code) Cell Phone: _____

Home Email: _____

Department Name: _____

Work Phone: _____ (Please Print)

Work Email: _____

Election Day: **November 2, 2010** Position preference: (circle one) Clerk or Inspector

In addition to English, are you bilingual in Spanish? (Circle one) Yes / No

By signing below, I acknowledge the following:

- I will serve my community in a professional and courteous manner.
- I will be paid for my regular work day at my base rate of pay. Instead of overtime, I will receive a stipend from the Registrar of Voters office, which will be included with my regular county pay check, approximately 3 to 4 weeks following the election.
- I will attend a two-hour training session on my own time, for which I will receive a \$15.00 stipend per session.
- I will arrive at the polling place that I am assigned to work at 6:00 a.m. and will stay to assist with the completion of the closing duties (approximately 9:30 p.m.).
- I must attend training and work all day on Election Day to receive the training stipend.
- I will provide my own transportation to and from the polling place.
- I am able to lift 30 lbs. (Note: Lifting is to be done by two people.)

Employee Name (please print)	Employee Signature	Date
------------------------------	--------------------	------

By signing below, I approve this employee's application to serve as a County poll worker on November 2, 2010.

Department Head Name (please print)	Department Head Signature	Date
-------------------------------------	---------------------------	------

Department Contact (immediate supervisor/phone number) _____

FOR OFFICE USE ONLY	
Polling place _____	Worked: Y____ N____
Class _____	NOTES: _____
Attended Class: Y____ N____	_____
Make up class _____	_____