

Being a poll worker is a great way to serve your community, take an active role in democracy, and become part of the dedicated team working to make the election process easy and accessible to everyone.

All regular full-time and part-time Mendocino County employees, with exception to the Registrar of Voters employees, are eligible to request time to work as a poll worker on Election Day.

County employees will be paid their regular daily wage, and earn a stipend. Extra-help and contractors are not eligible for this program.

There is a variety of duties and training requirements that you will be expected to complete as a poll worker prior to Election Day.

Positions

Inspectors are "lead" poll workers in the polling location. They are responsible for learning and completing Election Day procedures and for obtaining all supplies and ballots. Due to the tasks assigned, Inspectors must have reliable transportation with adequate space to accommodate Election Day supplies and equipment. Inspectors are reimbursed for mileage. Inspector duties include, but are not limited to the following:

- Attend a training class (approximately two hours) to receive election training, and pick up Election Day supplies and ballots
- Check supplies and confirm receipt of all materials needed to conduct the election
- Contact all members of the precinct board to confirm their participation on Election Day
- Contact the polling place to ensure access to the facility on Election Day
- Assign tasks to Clerks, including all duties required in setting up and closing the polling place; negotiate and schedule meal breaks with precinct board members
- Transport all supplies and ballots to the "Return Center" on election night, accompanied by one Clerk
- Perform more complex tasks, including issuing provisional ballots or utilizing the Accessible Voting Devices

Judges and Clerks are "line workers" in the polling location. In addition to helping set up and close the polling location, they are assigned duties that help voters receive and cast their ballots. Clerk duties include, but are not limited to the following,:

- Complete assignments as directed by the Inspector. This includes, but is not limited to, the following: locate voter names on rosters; obtain voter signatures; provide simple instruction to voters; issue, receive, and deposit ballots; set up and clean up polling place
- Review information on Election Day procedures
- Assist Inspector in "covering" tasks during meal breaks
- Accompany Inspector to Return Center to transport all supplies and ballots on Election Night (if requested; only one Clerk is required)
- Act in Inspector's absence, as needed

Stipends

Poll workers are provided a stipend of \$80 (Inspectors) and \$70 (for Judges and Clerks) for working on Election Day. Each polling location has a Precinct Board comprised of one (1) Inspector, (1) Judge and two (2) to (4) four Clerks.

To become a Poll Worker, complete the Request for Leave form.

For more information, please contact the Registrar of Voters Office at (707)234-6819 or mcvotes@mendocinocounty.org

To be a Poll Worker, you must meet the following criteria:

- Be a registered voter in Mendocino County or a permanent legal resident of the United States (permanent legal residents may work as Clerks only)
- Be available to serve Election Day from approximately 6:30 AM to 9:00 PM ("split shifts" may be arranged; contact the Registrar of Voters Office for details)
- Be able to complete the tasks as described in the Inspector and/or Clerk job duties
- Be able to follow written and verbal instruction