



# SUMMARY OF ELECTION WORKER PAY AND DUTIES

## Alameda County Registrar of Voters Election Worker Recruiting Unit

### Who can serve as an Election Worker/Bilingual Election Worker on Election Day(s)?

- Registered Voters in the state of California
- Lawful Permanent Residents (Green Card Holders) per Assembly Bill-817
- Must be confident and knowledgeable with laptops, computers, and tablet devices.

**NOTE:** The more days you are available to serve as an election worker, the more likely it is that you will be appointed!

All Election Workers must report for service at their assigned **Vote Center (VC)** at the scheduled start time for that day and remain at their corresponding VC until all closing procedures are completed.

## ELECTION WORKER COMMITMENT

- Complete all the required documents to receive a W-2 at the end of the year from Alameda County prior to being appointed as an Election Worker.
- Attend and complete Mandatory In-person and Online Training within the given deadline.
- Provide a valid phone number and email address. Need to check regularly.  
(Email address is required for online training, and for communication)
- Must be in good physical condition. Able to sit and stand for a long period of time and lift 35lbs.
- Always remain impartial through opinions/ideas with voters. Be presentable.  
(Dress attire is Business Casual)
- Must have reliable transportation to attend Training Class and to go to the assigned Vote Center on Election Days.
- Be responsible to fulfill the assigned duties on days assigned at a Vote Center.

## SUMMARY OF PAY

Pay for service will be mailed 3-4 weeks *after* election day.

- Any Election Worker who is late or leaves early will have their Election Day(s) pay pro-rated based on hours of service.
- A Standby Election Worker will receive compensation for the training class.

4-Day Vote Centers:	Friday, March 1*	Saturday, March 2	Sunday, March 3	Monday, March 4	Election Day: Tue, March 5
	2 PM - 4 PM*	7:30 AM - 6 PM	8 AM - 6 PM	8 AM - 6 PM	6 AM - 9 PM

Positions per VC	Friday, March 1 Setup 2PM to 4PM (2-3 EWs)*	March 2, 3, & 4	March 5	In-Person Training	Online Training	Bonus for serving all 4 days	Total Possible (English-Only)	Total Possible (Bilingual) †
Captain (1)	\$20*	\$150/day	\$185	\$55	\$20	\$20	\$750	\$775 †
Assitant Captain (1)	\$20*	\$120/day	\$140	\$55	\$20	\$20	\$615	\$640 †
Judge (5)	\$20*	\$95/day	\$120	\$45	\$20	\$20	\$510	\$535 †

\*Friday Set-Up is a REQUIREMENT for Captain/Assistant Captain and optional for Judges. 2-3 Workers are needed for setup.

†Assigned Bilingual Election Workers receive \$5 for an online bilingual training and \$5 per day served.

# ELECTION WORKER POSITIONS

## **CAPTAINS (ROV selection, contact ROV for more info.)**

- Required to lead of the Vote Center/oversee procedures for processing voters
- Assign Election Workers' tasks using The Guide
- Contact the Vote Center's keyholder for entry
- Required to partially set up the Vote Center on the Friday before Election Day
- Required to stay until ROV Employees arrive to collect ballots from the VC

## **ASSISTANT CAPTAINS**

- Assist the Captain of the Vote Center and lead the Vote Center while Captain is on lunch or break
- Required to partially set up the Vote Center on the Friday before Election Day
- Required to stay until ROV Employees arrive to collect ballots from the VC

## **ELECTION WORKERS (JUDGES)**

- Completes tasks assigned by the Captain or Assistant Captain
- Tasks may include:
  - Participates as a greeter, directs voters to appropriate service station, and provides voter assistance
  - Verifies voter's name on the poll pad and checks in voter
  - Issues ballots to voters, instructs voters how to correctly mark ballots, explains where to vote and cast ballots
  - Assist voters using voting equipment
  - Sets-up voting equipment and ballot printers daily
  - Prepares simple records, such as logs of Vote Center activities
  - Reconciles and secures all used and unused ballots and all election-related materials and equipment.
  - Set-up and take-down equipment, materials, and signage at voting locations
  - Open and/or close assigned Vote Centers

# ELECTION DAY(S) ASSIGNMENT SUMMARY - Subject to change

**Assignments include:** Poll Book operators (Tablet), Ballot On-Demand (Laptop & Printer, Voter Information Guide On-Demand (Laptop & Printer), Demonstration Officer, Assist voters with Touchscreen marking device

## **ASSIGNED AS BILINGUAL**

- Assessed in English and one or more of the following: Chinese, Khmer, Korean, Hindi, Punjabi, Spanish, Tagalog, Burmese, Laotian, Mien, Mongolian, Telugu, or Vietnamese and serve at a VC
- Must take and *pass* additional 30 minutes of online training in their respective language prior to election day

# CONTACT US

For more information contact the ROV Recruiting Unit

Email: [rov\\_pollworker@acgov.org](mailto:rov_pollworker@acgov.org)

Phone: (510) 272-6971