

# County of York Poll Worker Fact Sheet

## Requirements

Must be a registered voter in York County.

Candidates for the positions of Judge of Election must be registered in the precinct where they seek to be elected.

## Compensation

- Judge of Election: \$125 + mileage
- Majority Inspector: \$100
- Minority Inspector: \$100
- Clerk: \$100
- Machine Operator: \$100

Poll workers MUST attend training to receive \$15

Mileage is calculated by the distance to the municipal building multiplied by the mileage rate approved by the board of commissioners each year (\$0.575).

## Time Investment

- One month prior to Election: Training session (90 minutes for poll workers; 180 for judges and inspectors)
- Saturday prior to Election: Pick up supplies at Elections Office.
- Monday prior to Election: Set up polling place. Judge may ask poll workers to assist.
- Election Day (6 a.m. through completion of duties): Assist voters with processing ballots; Assist with vote tally after polls close at 8 p.m.; restore room and secure machines for pickup; delivery of returns at Elections Office.

## Training Sessions

Instructional sessions will be held for poll workers on the following dates

- Monday, April 13 – Spring Grove, 3-4:30, 5-6:30, 7-8:30 p.m.
- Tuesday, April 14 – Fairview, 6:30-8 p.m.
- Thursday, April 16 – Red Lion, 3-4:30, 5-6:30, 7-8:30 p.m.

An instructional session for Judges and Inspectors will be held on

- Saturday, April 18 – York County Administrative Center, 3<sup>rd</sup> floor classroom, 9-noon

## Job Descriptions

### Judge of Election

- This is an elected position that runs every four (4) years.
  - The Board of Elections will fill substitute appointments for vacancies that exist five days prior to an election.
- Attends training session for each election.
- Contacts poll workers at least one month prior to an election from list sent by York County Board of Elections.
- Contacts polling place at least two weeks prior to an election to arrange a convenient time to gain access to the building/room to set up.
- Picks up the Election Day supplies (may assign this task to an Inspector or Clerk).
- Issues Oaths of Office to all Poll Workers **AFTER** having been sworn in by the Minority Inspector. All oaths must be administered prior to 7 a.m. opening of polls.
- Responsible for the setup, running and breaking down of the polling place. Ensures equipment is working properly and is set up in such a way as to protect the voters' privacy.
- Assigns Election Day tasks to poll workers as deemed appropriate.
- Assures polling place is in compliance with all election laws, all required postings are clearly visible, and that all qualified voters arriving at the polling place by 8 p.m. have the opportunity to vote.
- Oversees the flow of voters, answers questions, and generally keeps things running smoothly.
- Ensures all paperwork is completed and put in the correct envelope.
- Responsible for clean up after polls close, includes but not limited to tables put away, equipment locked and secured for pick up later in the week.

- Maintains Pay Voucher and ensures it is signed by ALL poll workers (including any constable assigned to the district) before they leave, and return it with other documents to the Elections Office.
- Responsible for delivering the returns to the designated location at the end of the evening.

### **Majority Inspector**

- This is an elected position that runs every four (4) years.
- Attends the training session.
- Assumes all responsibilities as assigned by the Judge of Elections.

### **Minority Inspector**

- This is an elected position that runs every four (4) years.
- Attends the training session.
- Assumes all responsibilities as assigned by the Judge of Elections.
- Keeps Envelope B, which holds a set of election returns for one (1) year.
- Issues Oath of Office to the Judge of Elections on Election Day **BEFORE** the polls open.
- May accompany the Judge of Elections to the Elections Office when returns are delivered at the end of the night.

### **Clerk**

- Attends the training session
- Performs tasks as assigned by the Judge of Elections.

### **Machine Operator**

- Attends training.
- Responsible for helping voters with **ImageCast Precinct Scanner**.
- Assist voters on where to receive a new ballot and spoil a ballot.