

# **BOE Temporary Employment Job Descriptions**

## **Absentee Voting Department:**

### **Vote by Mail Phone Operator**

Answer phone calls from the public. Search the voter registration database for voter information. Submit requests for vote-by-mail ballot applications in the voter registration system. Answer frequent questions related to elections and voter registration. Ability to multitask while operating a phone and computer. General computer skills are required. Data entry, word processing, and customer service experience preferred.

### **Vote by Mail Application Opening/Proofing**

Sort and open incoming mail, proof absentee ballot applications, and verifying the required information is provided. Attention to detail and the ability to sit for an extended period are required.

### **Vote by Mail Data Entry Clerk**

Process vote-by-mail ballot requests into the voter registration database. Attention to detail and general computer skills are required. Data entry and word processing experience preferred.

### **Early Vote Center Precinct Election Official (PEO)**

Follow correct voting procedures. Verify an in-person early voter is eligible to vote using an electronic poll book (EPB) and print a ballot using a ballot-on-demand system. Administer the correct precinct ballot to the voter and direct the voter to properly complete and cast a ballot. Effective customer service and general computer skills are required.

### **Nursing Home Precinct Election Officials**

Bipartisan teams of two (Democrat and Republican) will be dispatched to nursing home facilities around the county to assist voters with a qualifying disability to complete their ballot. Ballot materials will be delivered by the team from the Board of Elections to nursing homes daily. Must have your own personal vehicle, a valid driver's license, and auto insurance. Attention to detail and effective customer service skills are required.

## **Operations Department:**

### **Warehouse/Election Equipment**

Bipartisan teams of two (Democrat and Republican) perform Logic and Accuracy testing of election equipment and prepare it for each voting location. Must be able to lift, push, and pull 50 pounds and skilled at performing routine manual labor tasks. Must have a valid driver's license, and auto insurance. Attention to detail and ability to comprehend written procedures is required.

### **Operations Clerk**

Assist in preparing election day materials, supplies bags, verifying vote-by-mail ballots and filing. Attention to detail and skilled at performing routine manual labor tasks.

### **Ballot Opening/Proofing**

Bipartisan teams of two (Democrat and Republican) open and process vote by mail ballots after they have been returned to the Board of Elections.

## **Administration Department:**

### **Outside Support/Floater**

Assist with crowd control and traffic flow around the Board of Elections. Will require standing for extended periods of time and working outside in all weather conditions.

## **Voter Services Department:**

### **Data Entry Clerk (Voter Registration/Provisional/Petitions)**

Process voter registration applications into the voter registration database. Attention to detail and general computer skills are required. Data entry and word processing experience preferred.

# **PEO/Election Support Department:**

## **Warehouse Support**

Assist in preparing materials, supplies, and voting booth equipment. Must be able to lift, push, and pull 50 pounds and skilled at performing routine manual labor tasks. A valid driver's license and auto insurance are required. Attention to detail and ability to comprehend written procedures is required.

## **PEO Phone Operator**

Answer phone calls from the public. Search the voter registration database for voter information. Submit requests for vote-by-mail ballot applications in the voter registration system. Answer frequent questions related to elections and voter registration. Ability to multitask while operating a phone and computer. General computer skills are required. Data entry, word processing, and customer service experience preferred.

## **PEO Trainer**

Precinct Election Official experience required. Experience in teaching, public speaking, and/or training preferred.

Conducting training sessions: Leading in-person training sessions for poll workers to educate them on election procedures, voting equipment operation, voter assistance guidelines, and relevant laws and regulations.

Demonstrating procedures: Providing hands-on demonstrations of how to set up and operate voting equipment, check voter identification, process ballots, and manage various election scenarios.

Answering questions: Addressing questions and concerns from poll workers regarding their duties, election rules, and any other issues that may arise during training.

Assessing performance: Evaluating poll workers' understanding and proficiency through quizzes, simulations, and role-playing exercises to ensure they are prepared for Election Day.

Providing feedback: Offering constructive feedback to poll workers on their performance during training sessions and assisting them in improving their skills and knowledge.

Resolving issues: Assisting poll workers in resolving any challenges they may encounter during training or while working at the polling place on Election Day.