



SUMMARY OF POLL WORKER PAY AND DUTIES

Alameda County Registrar of Voters
Poll Worker Recruiting Unit

ALL POLL WORKERS MUST REPORT FOR SERVICE AT THEIR ASSIGNED POLLING PLACE AT 6:00 AM AND REMAIN AT THEIR CORRESPONDING POLLING PLACE UNTIL ALL CLOSING PROCEDURES ARE COMPLETED (APPROX. 9:00PM)

- **Who can serve as Poll Worker/Bilingual Poll Worker on Election Day?**
 - Registered Voters in state of California
 - Lawful Permanent Residents (Green Card Holders) Assembly Bill-817
- Poll Workers must commit to providing courteous and professional service to all voters.
- A full precinct board (number of poll workers at polling place on Election Day) has a minimum four (4) members*: Inspector, Judge, Clerk(s), and/or High School Student.
(*Some polling locations may require more than four workers.)

INSPECTORS MUST NOTIFY THE REGISTRAR OF VOTERS (ROV) IMMEDIATELY IF POLL WORKERS WITHDRAW FROM THEIR POSITION OR ARE A NO SHOW ON ELECTION DAY.

- All replaced Poll Workers must be approved by **ROV** or **THEY WILL NOT BE PAID.**
 - Inspectors may replace a Poll Work from voters waiting in line during the day of Election, **only** if there are less than four (4) Poll Workers working.
 - *To receive stipend for Election Day service, all replaced Poll Workers must be a registered voter in California or Lawful Permanent Resident.*

SUMMARY OF PAY

PAY FOR SERVICE WILL BE MAILED 4-6 WEEKS AFTER ELECTION DAY

	Election Day	Training Class (MANDATORY)	Online Training* (MUST PASS)	Supply Pick-up	Supply Return	Assigned as Bilingual	Total Possible Pay
Inspector	\$140	\$25	\$5	\$10	\$5	\$10	\$195
Judge	\$95	\$25	\$5		\$5	\$10	\$140
Standby Inspector/Judge		\$25	\$5			\$5	\$35
Clerk	\$95	\$15	\$5		\$5	\$10	\$130
Standby Clerk		\$15	\$5			\$5	\$25
High School Student	\$95	\$15	\$5		\$5	\$10	\$130

*Must pass Online Training quizzes to receive additional pay.

- Any Poll Worker who is late or leave early will have their Election Day pay pro-rated based on hours of service.
- **A Poll Workers who cancels their assignment or is not available to serve on Election Day will NOT be compensated for the training class pay.**
- A Stand by Poll Worker will receive compensation for training class, as long as they are available to serve and has not cancelled or refused an assignment on Election Day.

Note: Per the California unemployment Insurance Code (CUIC) 634.5© - Services performed as an Election Worker/Poll Works are excluded from employment. Therefore, no wages per Section 926 of the CUIC are allowed.

For more information, please contact the ROV Recruiting Unit
Email: rov_pollworker@acgov.org
Phone: (510) 272-6971

Poll Worker Positions

All Poll Workers are required to attend **MANDATORY 2-3 hours training class*** and assist with partial set-up of polling place the Monday before Election Day.

INSPECTOR

- **Must** have a own vehicle
 - Must be able to lift 35 lbs.
(2 Person rule for Voting Equipment)
 - Contact each poll worker and polling place one week prior to Election Day
- **Pick-up supplies (Thursday, Friday, & Saturday prior to Election)**
 - Supervise polling place
 - Assign Poll Worker's tasks (Job Cards)
 - Return supplies to assigned Return Center with another Poll Worker (2 person rule)

JUDGE

- Must be able to lift 35 lbs.
(2 Person rule for Voting Equipment)
 - May assist in partial set-up of polling place before Election Day
- Assistant supervisor of polling place
 - Assist with opening/closing procedures
 - Follow Poll Worker Job Card duties and assist voters on Election Day
 - May ride with Inspector to return supplies to assigned Return Center (2 person rule)

CLERK

- Assist with opening/closing procedures
- Follow Poll Worker Job Card duties and assist voters on Election Day
- May ride with Inspector to return supplies to assigned Return Center (2 person rule)

HIGH SCHOOL STUDENT

- 16 years or older on or before Election Day
- Submit a completed Student Application
- Assist with opening/closing procedures
- Follow Poll Worker Job Card duties and assist voters on Election Day

*ASSIGNED AS BILINGUAL

- Assessed in English/ and Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog, or Vietnamese and serve at a designated bilingual Polling Place
- Must take and **pass** additional 30 minutes of online training in their respective language

PERMANENT LAWFUL RESIDENTS (Green Card Holders) AB 817

May serve as Poll Workers, *excluding Inspectors and counting of the Ballots at the end of the Election night.*

ELECTION DAY ASSIGNMENT SUMMARY

- **Roster Index Officer** – Greet voter, locate voter's name on roster index and verifies address; direct voter to sign next to voter's name and verify address; bubble in bubble next to voter's name.
- **Street Index Officer** – Responsible for lining out voter's name and address on street index. Update outside copy of street index every hour until 6:00 PM.
- **Ballot Officer** – Ensure each voter has signed the roster. Issue a paper ballot to each voter. Direct voters to demonstration officer.
- **Demonstration Officer** – Instruct the voter how to correctly mark the ballot, distribute a secrecy sleeve, ensure that only voters with a secrecy sleeve insert ballots into the scanner.