



Be an Election Officer!



**SERVE YOUR COMMUNITY
AND
MAKE MONEY DOING IT!**

Are you detail oriented and enjoy working with people? Are you available to work a full day? Are you able to attend a 2 1/2 hour training class prior to Election Day? If you answered yes to all of the above, the Registrar of Voters invites you to serve as an Election Officer. Please join us for a rewarding and enjoyable day while performing your civic duty!

Anyone who is 16 years of age and older may serve as Election Officers at the polls during Federal, State, and local elections. We need approximately 3,500 volunteers to serve at one of many polling places throughout the County of Riverside. We encourage individuals with bilingual skills in the Spanish, Tagalog, Korean, Chinese, and Vietnamese language to serve as Election Officers to assist voters who may be limited in English proficiency. Community participation is essential and we encourage you to put democracy into action.

Although serving as an Election Officer is considered a volunteer position, Riverside County provides a stipend to all Election Officers. Inspectors (the lead officer) receive \$125.00 for Election Day and Precinct Officers receive \$90.00.

All Election Officers are required to attend a state mandated training session. Training sessions are scheduled during the day, evenings, and Saturdays to accommodate busy lifestyles. A \$20.00 stipend* is paid for attending the required training session.

*This stipend is forfeited if an officer does not work on Election Day.

As an Election Officer some core duties will include:

- Setting up the polling place the day before the Election.
- Staffing the polling place from 6:15 am to approximately 9:30pm.
- Opening the polling place at 7:00am and closing at 8:00pm.
- Greeting and processing voters.
- Instructing voters to correctly mark ballots and on the use of the electronic Accessible Voting Unit.
- Accounting for and returning all ballots and election materials to the Registrar of Voters' office immediately after the polls close.

We hope you will consider serving as an Election Officer for upcoming elections and we look forward to seeing your application! To apply you may submit your application (see application on inside of brochure) to the Registrar of Voters office via regular mail, fax, or e-mail.

Mail:
County of Riverside Registrar of Voters
Election Officers & Polls Division
2724 Gateway Drive
Riverside, CA 92507

Fax:
(951)486-7320

E-mail:
ROVweb@co.riverside.ca.us

Online:
www.voteinfo.net

County of Riverside Registrar of Voters
2724 Gateway Dr.
Riverside, CA 92507-0918

County of Riverside Registrar of Voters
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COUNTY OF RIVERSIDE REGISTRAR OF VOTERS
2724 Gateway Drive, Riverside, CA 92507
951-486-7200 * 800-773-VOTE (8683)
TTY: 951-697-8966

★ ★ ★ **Election Officer Application** ★ ★ ★

Completed application may be returned by regular mail, fax, or email

County of Riverside Registrar of Voters
 Election Officers & Polls Division
 2724 Gateway Drive
 Riverside, CA 92507

FAX:
 (951)486-7320

Email:
 ROVweb@co.riverside.ca.us

Name _____

Address _____

City _____ Zip Code _____

Phone (____) _____ Cell Phone (____) _____

Fax (____) _____ Office Phone (____) _____

Email address: _____

**Please mark or circle a response and fill in the blanks.
 Responses are required for all of the following questions.**

★ Have you served as an Election Officer in Riverside county? YES NO
 If yes, what year did you work? _____

★ Do you have your own transportation to and from the Polling Place? YES NO
NOTE: Transportation is required to be an Inspector.

★ Are you fluent in English? YES NO
 If you are fluent in another language please list: _____

★ Are you willing to abide by Election Code and all laws governing elections? YES NO

★ Can you lift 30 lbs.? **Note:** All lifting is done by two people. YES NO

★ Is there a reason you cannot be placed within 300 ft. of a school? YES NO

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

★ It is a requirement to remain at the Polling Place all day on Election Day. Election Day begins at 6:15 am and ends approximately an hour after the polls are closed (8:00 pm). Do you understand this requirement? YES NO

★ It is a requirement to assist with Election Eve set up and Election Night pack-up. Do you understand this requirement? YES NO

★ What is your educational level? *Response required.*
 High School Some College Undergraduate Degree Advance Degree

★ What are your professional skills? *Response required.*
 Administration/Clerical Customer Service Accounting
 Supervisory Recruiting Training Other _____

★ What is your motivation to be an Election Officer? _____

★ Would you like to refer someone to work at the polls?
 Name and telephone number: _____

★ Are you able to perform the essential functions of the job, either with or without a reasonable accommodation? YES NO
If you require an accommodation, please call (877) 663-9906

★ I hereby attest that the provided information is accurate and complete:

Signature _____ Date _____

By signing above I certify that I am legally allowed to work in the U.S.

Office Use Only		
Assigned Precinct _____	Data entered _____	Staff initials _____
M/L match: Y N W-9 Y N		
Comments _____		