



Dallas County Elections Department
2377 N. Stemmons Freeway, Suite 820 • Dallas, Texas 75207
Phone: 214-819-6300 • Fax: 214-819-6318

INTERESTED IN WORKING AT THE ELECTION POLLS?

ELECTION CLERKS & BILINGUAL CLERKS

The Elections Department is in need of clerks for Election Day and bilingual (**Spanish/English**) election personnel to serve as clerks assisting the election judge in all clerical duties as assigned and translating when necessary.

Responsibilities & Job Duties:

- Qualifying the voter
- Assisting the voters with the election equipment
- Assist in opening and closing the election polls
- Assist the judge in clerical duties as assigned
- Available to work on Election Day from 6:00 a.m. - 7:00 p.m.

Requirements:

- Are 18 years of age or older and registered to vote in Dallas County
- **Fluent in Spanish and English (for bilingual clerks)**
- Do not hold an elected office or are not the employee of an elected official
- Able to take direction well and not easily distracted (enjoy interaction with people)
- Must have dependable transportation to and from the Election Polls
- Be prepared to lift at least 30 lbs. and stand for long periods of time
- Report to the assigned post by 6:00 a.m. until 7:00 p.m. (available 12 - 14 hours on work day, or as directed by the judge).

ELECTION TECHNICIANS

ARE YOU THE ONE?

- Are you a good problem solver?
- Do you enjoy meeting new people?
- Do you work well under pressure, while at the same time maintaining your patience and composure?
- Are you willing to commit one day to the most sacred right that we have as citizens?

Responsibilities & Job Duties:

- You will be sent out to precincts throughout Dallas County to troubleshoot election equipment for judges.
- Deliver materials and supplies to precincts when requested.
- Respond to calls and requests from judges at precincts regarding procedures and Election Day processes.
- Available to work on Election Day from 5:00 a.m. - 10:00 p.m.
- Competitive salary and required training are provided.

Requirements:

- Are 21 years of age or older and registered to vote
- Fluent in Spanish and English for bilingual technicians
- Do not hold an elected office
- Are not the employee of an elected official
- Enjoy interaction with the public
- Able to take direction well and not easily distracted
- Be prepared to lift at least 30lbs at a time.

Disclosure: I understand that nothing in this advertisement, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a guaranteed assignment. These positions are not permanent, full-time, or temporary; they are only during an election cycle. I understand that, if I am contacted by the Elections Department for an assignment, my employment will be only for an as-needed basis, and a position will not be guaranteed, unless I am given the complete details of an assignment, including where and when I will report, by an Elections Department recruiter or representative. (Dallas County Code Sec. 86-700. Policy of Dallas County.)



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Information Sheet for Potential Poll Workers

DATE: _____ Voter Registration Card # _____

HOW DID YOU HEAR ABOUT US? _____

 Name Date of Birth

 Street Address City Zip

 E-Mail Address

 Home Phone Number Work Phone Number Cell Phone Number

Have you worked previously as a pollworker in Dallas County? Yes No

Do you have a political party affiliation? If so, please specify: _____
 Republican Democratic

Do you speak any languages fluently other than English? If yes, which? _____

Area of Dallas County you would be willing to work: _____

Would you work at a precinct other than your own? Yes No

Please check all positions in which you are interested:

- ELECTION DAY CLERK:** Assist election judge on all Election Day duties as assigned.
- EARLY VOTING CLERK:** The Early Voting Coordinator will contact you about working early voting.
- BILINGUAL CLERK:** Assist the judge in assigned duties, including translating when necessary. Coordinator will contact you with positions. *(Fluent in Spanish and English)*
- ELECTION DAY TECHNICIANS:** Support group that assists precinct locations on Election Day. Technician Coordinator will contact you.

TRAINING IS REQUIRED FOR ALL POSITIONS.
You must be a registered voter in Dallas County.

E-mail, mail or fax to:
 pollworker@dallascounty.org
 Dallas County Elections, 2377 N. Stemmons Freeway, Suite 820, Dallas, Texas 75207
 Phone: (214) 819-6346 Fax: (214) 819-6318

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