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.)
Information Sheet for Potential Poll Workers

DATE: ______________________ Voter Registration Card #: ____________________________

HOW DID YOU HEAR ABOUT US? ________________________________________________
_____________________________________________________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
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E-Mail Address

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<th>Home Phone Number</th>
<th>Work Phone Number</th>
<th>Cell Phone Number</th>
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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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