



Dallas County Elections Department  
1520 Round Table Drive • Dallas, Texas 75247  
Phone: 469-627-VOTE • Fax: 214-819-6301

**Polling Places  
Need Smiling  
faces**



**UP TO  
\$240  
a DAY**

## **ELECTION DAY CLERKS ELECTION DAY 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**

- 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. - 8:00 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 8:00 p.m. (available 14 hours on work day, or as directed by the judge).



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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: \_\_\_\_\_

- Democratic
- Republican

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:**

- 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)*

**TRAINING IS REQUIRED FOR ALL POSITIONS.**

***You must be a registered voter in Dallas County.***

E-mail, mail or fax to:

Laura Varela: [laura.varela@dallascounty.org](mailto:laura.varela@dallascounty.org)  
Dallas County Elections, 1520 Round Table Drive, Dallas, TX 75247  
Phone: (214) 819-6009 Fax: (214) 819-6301

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.)