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).
**Information Sheet for Potential Poll Workers**

**DATE:**____________________  **Voter Registration Card #__________________________**

**HOW DID YOU HEAR ABOUT US?** ____________________________________________________________

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<tr>
<th>Name</th>
<th>Date of Birth</th>
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<th>Street Address</th>
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<th>E-Mail Address</th>
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<th>Home 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:**

- 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

Dallas County Elections, 1520 Round Table Drive, Dallas, TX 75247

Phone: (214) 819-6009  Fax: (214) 819-6301

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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.)*