

VIGO COUNTY POLL WORKER JOB DESCRIPTION

THIS IS FOR REGISTERED VOTERS OF VIGO COUNTY, INDIANA.

TO INQUIRE ABOUT WORKING PLEASE CALL VOTERS REGISTRATION 812-462-3393

EARLY VOTE CENTERS PAY BASED ON HOURS WORKED:

\$12.00 Per Hour

ELECTION DAY BASED ON POSITION HELD AT VOTE CENTER:

Inspectors \$175.00 for the day

Republican Judges \$140.00 for the day

Democrat Judges \$150.00 for the day

E-Poll Book Clerks \$140.00 for the day

Initial Clerks \$140.00 for the day

Exit Clerks \$140.00 for the day

Roving Clerks \$140.00 for the day

Meal compensation of three meals at \$10.00 per meal(add \$30.00 in meals to your Election Day salary)

EXAMPLE OF DUTIES:

Poll Workers ensure the conduct of fair and accurate elections. They prepare the polling location, greet voters, verify registrants, and issue ballots. Poll workers demonstrate how voting equipment works and explain voting procedures. At the end of the day, they close the Vote Center and prepare materials for delivery to the Courthouse.

QUALIFICATIONS:

Poll workers must be a registered Voter in Vigo County Indiana.

High school diploma or GED. (exception: qualifying High School students)

Ability to meet all employer hiring requirements.

Basic computer experience.

Ability to effectively communicate with the Voter, including being sensitive to ethics, gender, cultural diversities and disabilities.

Ability to comply with employer policies and work rules.

Ability to understand, memorize, retain and carry out written and oral instructions.

Ability to work with others in a team environment.

Ability to work on several tasks at the same time, often under pressure.

Ability to perform duties involving walking, standing and/or sitting for long periods.

Ability to lift up to 35 pounds.

TRAINING:

All Poll Workers are required to attend training classes held by the Vigo County Clerk. Poll Workers that go through training and do not work a Vote Center when scheduled will **NOT** receive pay for training.

DRESS CODE:

Employees are expected to attend to personal grooming and dress so as to present a neat appearance to the public. Poll Workers are to wear business casual: no shorts, no inappropriate T-Shirts, no clothing with rips or tears, no hats and no sunglasses. Denim is acceptable.