

JOIN OUR ELECTION DAY TEAM!

QUALIFICATIONS:

- U.S. Citizen & Berks County resident
- Registered Voter

PAY:

- **Judge of Election** — \$180.00 for election day, \$30.00 for training, \$2.00 for picking up supplies the Saturday before the election, \$20.00 for returning supplies to the Election Services office on election night, and mileage
- **Majority & Minority Inspectors** — \$180.00 for election day and \$30.00 for training
- **Clerks & Machine Inspectors** — \$180.00 for election day and \$30.00 for training

HOURS:

- Polls are open from 7:00 AM to 8:00 PM
- Poll workers should arrive at their assigned polling location no later than 6:15 AM
- After 8:00 PM, poll workers assist in closing the polls and returning supplies to the County Election Services office

TRAINING:

- A two-hour training is available to new and returning poll workers before every election
- Training pay (\$30.00) will be included in the election day pay

ELECTION DAY: ROLES & RESPONSIBILITIES

JUDGE OF ELECTION:

Elected every four years, if a vacancy occurs, the Board of Elections will appoint

- Contacts their election day team prior to election day
- Reports any vacancies or absences to the Election Services office which occur prior to or on election day
- Secures election supplies and materials from the Election Services office the Saturday before the election
- Ensures the timely opening and closing of the polls – Polls must open at 7:00 AM and close at 8:00 PM or when the last voter in line has cast their vote
- Ensures the efficient operation of the polls throughout election day
- Verifies polling place Watcher credentials
- Reports any issues at the polls to the Election Services office
- Returns voting supplies, materials, and equipment to designated drop-off site after polls close on election night

MAJORITY & MINORITY INSPECTOR:

Elected every four years, if a vacancy occurs, the Board of Elections will appoint

Assists with opening, closing, and operating the polling place on election day, including:

- Opening, setting up, and operating the Electronic Poll books
- Posting signs, sample ballots, voting information, and other materials as required
- Processing and assisting voters
- Closing and securing the Electronic Poll books after polls close on election night
- **Minority Inspector** keeps Envelope B, which holds a set of election returns, for one year

MACHINE INSPECTOR:

Appointed by the Board of Elections

- Must have voting machines open and operable promptly at 7am on election day
- Ensures the smooth and efficient operation of the voting machines throughout election day
- Assists voters who are unfamiliar with voting machines and equipment
- Confirms the voting machines and equipment is shut down and secured after the polls close on election day

ELECTION CLERK:

Appointed by the Minority Inspector, however, if a vacancy occurs, the Board of Elections will appoint

- Keeps an accurate and complete Numbered List of Voters throughout election day
- Assists in any capacity as requested by the Judge of Election throughout election day
- Assists in opening and closing the polls, including posting voting materials and information