

## **Poll Worker Expectations**

(Poll Workers are paid \$170 total for training and working a full day on Election Day)

- Read, write, and speak English
- Be a U.S. Citizen
- Attend training prior to each Election you work and be timely in arriving to training
- Have reliable transportation to and from the polling location
- Bring your own food to work on Election Day
- Be able to work at least a 14 hour day (7 a.m. to 9 p.m.)
- Be able to lift 20 lbs and move folding tables and chairs
- Set up and close down polling place
- Obey all election laws
- Do not hand out any materials while working the polls other than the official supplies provided by the Elections Department
- Follow detailed instructions; small errors can have significant consequences
- Not related to a candidate, not an elected official for an entity or taxing district with an issue on the ballot, and not a Chairman of a PAC.
- Provide excellent customer service
- Ensure all qualified voters are permitted to vote
- Ensure all voters who are permitted to vote are qualified
- Ensure each vote is private
- Contact the Elections Office with any questions prior to or on Election Day
- If you only attend training and do not work on Election Day, you will be paid \$25 for training.

## **Chief Election Judge Expectations (beyond those listed above)**

(The Chief Judge is paid \$260 total for training and working a full day at the polls  
- Chief Judge pay for a judge overseeing Dual Precincts is higher)

- Follow the guidelines of Employer, Kootenai County, and set an example for your poll workers
- Contact your poll workers in a timely fashion and ensure they sign up for training
- Contact your polling place for access information a couple weeks before the Election
- Make sure each of your poll workers knows their job prior to Election Day
- Go through Supply Boxes the day before the Election to ensure you have all supplies needed
- Be flexible in the job positions you work on Election Day
- Make sure electioneering, as prohibited within 250 feet of the entrance to the polling place, is not occurring.
- Return the ballots and all supplies to the Elections Office unless your precinct location has Ballot Pick-Up
- If you only attend training and do not work on Election Day, you will be paid \$25 for training.