

Election Workers Needed

Are you interested in working at the polls on Election Day? This is an opportunity to serve your community and to be involved in the election process. Mail the form below to the Election Office or call 782-3441 for further information.

ELECTION WORKER INFORMATION

1997 Election Dates:

- February 25 - City Primary Election
- April 1 - City General Election

Polls are open from 7:00 a.m. to 7:00 p.m.

Qualifications:

- Resident of Johnson County
- Registered to vote at current address
- Affiliated as Democrat or Republican (only in primary elections)
- Complete two (2) hours of training

Compensation:

- Supervising Judges: \$85.00 a day, plus mileage for two trips by the most direct route from the Election Office in Olathe to the polling site
- Machine Judges & Clerks: \$70.00 a day

Hours:

All election workers report to their assigned work site on election day no later than 6:00 a.m. to prepare for 7:00 a.m. opening of the polls. Following the close of the polls at 7:00 p.m., all election workers assist the supervising judge in closing down the polling site.

Supervising Judge Responsibilities:

- Attend a training session, once a year, on polling site procedures and voting machines. Manuals are provided.
- On Monday preceding the election:

1. Pick up election supplies at Election Office in Olathe.
 2. Check polling site to confirm delivery of voting machines.
 3. Verify that key number matches voting machine.
 4. Call the assigned election workers to confirm that each one will report on Election Day.
 5. Notify "Election Worker Desk" of any prospective absences.
- On Election Day:
 1. Open polling site and prepare machines for voting.
 2. With the assistance of the Machine Judges and Clerks, arrange polling site to receive voters, install all signs and work materials.
 3. Officially open the polls.
 4. Supervise or manage the registration book to check in voters prior to their accessing the voting machine.
 5. Close the polls. Officially close the doors to the polls at 7:00 p.m. but allow all voters who were in line at 7:00 p.m. to have the opportunity to vote.
 6. Return voting results and election supplies promptly to the Election Office in Olathe.

Machine Judges & Clerks Responsibilities:

- Attend a training session, once every two years, on polling site procedures and voting machines. Manuals are provided.
- On Election Day:
 1. Assist the Supervising Judge and share responsibility for the operation of the polling site.
 2. Assist at registration book, demonstrate companion, activate voting machine for each voter.
 3. Assist with closing of the polls and packing of election supplies.

Please complete the form below, and mail to the Johnson County Election Office, 2101 E. Kansas City Road, Olathe, Kansas 66061.

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

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