



POLL WORKER ROLES AND RESPONSIBILITY

GENERAL DUTIES FOR ALL POLL WORKERS

The poll worker must report to the Polling Place at 6:15a.m. (or the agreed upon time) on Election Day.

The poll worker must contact the Board of Supervisors of Elections by 5:30a.m., if due to an unforeseen circumstance, you cannot report to work on Election Day.

The poll worker must attend scheduled meeting/training as conducted by the Board of Supervisors of Elections.

The poll worker will also do the following:

- **learn how to properly use the electronic voting machines.**
- **conduct the election properly and lawfully.**
- **assist voters as necessary in a courteous manner.**
- **assist in preparing the paperwork required to document votes cast.**
- **assist in closing the polls.**
- **Shall dress in a professional manner.**
- **Shall be prepared to work long hours with limited breaks.**