

WORK AT A VOTE CENTER

County of Sacramento Voter Registration and Elections is seeking reliable individuals to assist and provide excellent customer service to our diverse voter population. This is a temporary position.

REQUIREMENTS TO WORK

- Be at least 18 years old
- Be a US citizen and California registered voter or a lawful permanent resident
- Read, write, and speak English
- Have basic computer skills need to operate electronic voting technology
- Provide an email and phone number
- Have reliable transportation
- Complete paid mandatory training:
 1. Self-paced online training podcast episodes
 2. Self schedule and attend in-person training at:
Voter Registration and Elections
7000 65th St, Suite A
Sacramento, CA 95823

SKILLS NEEDED

- Ability to work well with a diverse team
- Understand election concepts, procedures, and equipment to accurately assist voters
- Willingness to accurately follow procedures, details, and instructions
- Demonstrate flexibility and a positive attitude
- Commitment and willingness to help
- Communicate effectively with staff, the public, and management
- Ability to handle and resolve difficult situations in a positive manner

APPLICATION TO WORK *(This is a temporary position)*

Full Name _____

Address _____

City and Zip _____

Mailing Address (if different) _____

City and Zip _____

Email _____

Daytime Phone Number _____

DOB (mm/dd/yyyy) _____

Are you a County of Sacramento employee? YES NO

POSITION

Which position are you interested in?

Vote Center Inspector

Vote Center Clerk

LANGUAGE

Can you read, write, and speak English?

YES NO

Are you fluent in any other languages(s)?

YES NO If yes, specify: _____

➤ I affirm I am at least 18 years old and a (check one):

United States citizen and a California registered voter

US lawful permanent resident

➤ Do you have access to reliable transportation?

YES NO

➤ Do you have access to the Internet?

YES NO

➤ Are you able to work a minimum of 15 hours on election day?

YES NO

➤ Are you able to work 10 hours on early voting days

YES NO

Partial days cannot be accommodated.

Submitting an application does not guarantee a position.

AVAILABILITY Check all that apply:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How far are you willing to travel for shift assignments?

5 miles or less 10-20 miles

5-10 miles 20+ miles

AVAILABLE POSITIONS:

Election Officers work as a collective team to perform assigned duties to ensure all voters and visitors have a positive voting experience in a nonpartisan environment.

VOTE CENTER INSPECTOR

- \$18.77/hr plus an extra \$.80/hr if bilingual (fluent)
- Vote Center leader responsible for daily operations and proper operation of voting equipment
- Follow state and federal election laws
- Return voted ballots in compliance with chain of custody procedures

VOTE CENTER CLERK

- \$16.00/hr plus an extra \$.80/hr if bilingual
- Understand concepts and election procedures to accurately assist voters
- Ensure proper operation of voting equipment
- Follow state and federal election laws
- Issue and collect official ballots from voters
- Return voted ballots in compliance with chain of custody procedures

TO APPLY ONLINE:

Scan the QR code or visit elections.saccounty.gov, select "Get Involved" and "Work at a Vote Center"



Shifts include Election Day and up to 8 early voting days.

Payroll is processed 4 to 6 weeks after Election Day.

FOR MORE INFORMATION:

- Visit elections.saccounty.gov
- Email precinctoperations@saccounty.gov
- Call Precincts Operations at (916) 875-6100

PLACE
STAMP
HERE

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SACRAMENTO
COUNTY

VOTE CENTER ELECTION OFFICER



APPLICATION