County of Riverside Registrar of Voters 2724 Gateway Dr. Riverside, CA 92507-0918

County of Riverside Registra Election Officers & Polls Divi 2724 Gateway Dr. Riverside, CA 92507-0918 e Registrar of Voters Polls Division





# **SERVE YOUR COMMUNITY AND MAKE MONEY DOING IT!**

### RIVERSIDE COUNTY **REGISTRAR OF VOTERS**

California Relay Service (Dial 711)

with people? Are you available to work four

full days? Are you able to attend a 3 hour

training class prior to working in a Vote

Center? If you answered yes to all of the above, the Registrar of Voters invites you to

serve as an Election Officer. Please join us for

a rewarding and enjoyable day while

Anyone who is 16 years of age and older may

serve as an Election Officer during Federal,

State, and local elections. We need

approximately 1,500 volunteers to serve at

one of our many Vote Centers throughout the County of Riverside. We encourage

individuals with bilingual skills in Spanish,

Tagalog, Korean, Chinese (Cantonese/

Mandarin), Vietnamese, and American Sign

Language (ASL) to serve as Election Officers to assist voters who may be limited in English

proficiency. Community participation is

essential and we encourage you to put

Although serving as an Election Officer is

considered a volunteer position, the County of Riverside compensates all Election Officers

at a rate of \$20.00 per hour for hours

All Election Officers are required to attend a

state mandated training session. Training

sessions are scheduled during the day and evenings to accommodate busy life-styles.

Compensation of \$20.00 is paid for attending

As an Election Officer some core duties will

Setting up the Vote Center prior to the

Staffing the Vote Center during your

Opening and closing the Vote Center at

the required training session.

first day of voting.

the specified hours.

scheduled dates and hours.

performing your civic duty!

democracy into action.

worked.

include:



- Opening the Vote Center three days prior to Election Day from 9:00 a.m. – 5:00 p.m.
- Opening the Vote Center on Election Day at 7:00 a.m. and closing at 8:00 p.m.
- Greeting and processing voters.
- Instructing voters how to correctly mark ballots and on the use of the Accessible Voting Unit.
- Accounting for and returning all ballots and election materials to the Registrar of Voters office immediately after the close of the Vote Center.

To apply, you may submit your application (see application on next page) to the Registrar of Voters office via regular mail, fax, e-mail, or online.

Once your application has been submitted, you will receive a follow up call from a member of our recruitment staff.

We hope you will consider serving as an Election Officer for upcoming elections and we look forward to your application!

As members of the community we like to receive your feedback and suggestions. If you have any recommendations for facilities or businesses in your community that may be considered for use during our upcoming elections, please provide our office with any information you may have.

> Riverside County Registrar of Voters Election Officers & Polls Division

> > 2724 Gateway Drive Riverside, CA 92507

# Fax:

(951) 486-7320

## E-mail:

rovpolls@rivco.org

### Online:

www.voteinfo.net



2724 Gateway Drive, Riverside, CA 92507 (951) 486-7200 \* (800) 773-VOTE (8683) Apply online at: www.voteinfo.net



# Completed application may be returned by regular mail, fax, or email

County of Riverside Registrar of Voters Election Officers & Polls Division 2724 Gateway Drive Riverside, CA 92507		E-mail: rovpolls@rivco.org		
Name				
Address				
City		Zip Code		
Mailing Address (if different)_				
Home Phone ()	Worl	x Phone ()		
Cell Phone ()	E-mail Ado	dress		
Please mark or o Responses are re	circle a respons	se and fill in the blan f the following questi	ks. ons.	
*Are you currently employed v	-	0 1	YES	NO
<b>★</b> I am bilingual in: □ Spanisl	n □ Korean □	Chinese/Cantonese		
☐ Chinese/Mandarin ☐ Vie	etnamese 🗆 Tag	galog 🛘 Other:		
★Have you served as an Election	on Officer in the	County of Riverside?	YES	NO
*Are you willing to abide by Election Code and all laws governing Elections				NO
★Is there any reason you cannot be placed within 300 ft. of a school?				NO
★It is a requirement to remain at the Vote Center during your scheduled dates and hours. Election Day begins at 6:15 a.m. and ends approximately 1-2 hours after the center is closed (8:00 p.m.). Do you understand this requirement?			d YES	NO
★It is a requirement to assist with Election Eve set up and Election Niglopack up. Do you understand this requirement?				NO

$\star\star\star\star\star\star\star\star\star\star\star\star\star$	*	*				
★What is your educational level? <i>Response required</i> .						
$\square$ High School $\square$ Some College $\square$ Undergraduate Degree $\square$ Advanced Degree						
★What are your professional skills? <i>Response required.</i>						
$\square$ Administration/Clerical $\square$ Customer Service $\square$ Accounting						
☐ Supervisory ☐ Recruiting ☐ Training ☐ Other						
*Are you able to perform the essential functions of the job, either with or without a						
reasonable accommodation? Response optional. If you require an accommodation, please call (877) 663-9906	YES	NO				
*Are you able to lift at least 30 lbs.? (note: lifting is to be done by two people)	YES	NO				
★ How far are you willing to travel for your assignment						
$\square$ 5 miles or less $\square$ 5-10 miles $\square$ 10-20 miles $\square$ 20+ miles						
★I understand that I must provide my own transportation.	YES	NO				
★I understand that I must attend a mandatory 3 hour training class once I am appointed.						
★Would you like to refer someone to work at a Vote Center? Name and telephone number:						
★I acknowledge that I am legally allowed to work in the U.S.						
★I hereby attest that the provided information is accurate and complete.						
Signature Date						
Office Use Only						
Assigned LocationIDDateStaff initial	ls					
M/L match: Y N W-9 Y N						
Comments						