



## **POLLING PLACES NEED SMILING FACES**



## **ELECTION DAY CLERKS & BILINGUAL CLERKS NEEDED**

The Elections Department is in need of poll workers for Early Voting and Election Day to serve as clerks/bilingual clerks assisting the election judge in all clerical duties as assigned and translating when necessary.

### **RESPONSIBILITIES**

- Qualifying the voter
- Assisting the voters with the election equipment.
- Assist in opening and closing the election polls.
- Assist the judge in clerical duties as assigned.
- Available to work during early voting for various days and hours.
- Available to work on Election Day from 6:00 a.m. - 8:00 p.m.

### **REQUIREMENTS**

- Are 18 years of age or older and registered to vote in Kaufman County
- Fluent in Spanish and English (for bilingual clerks)
- Do not hold an elected office or are not the employee of an elected official.
- Able to take direction well and not easily distracted (enjoy interaction with people)
- Must have dependable transportation to and from the Election Polls
- Be prepared to lift at least 30 lbs. and stand for long periods of time.
- Report to the assigned post by 6:00 a.m. until 8:00 p.m. (available 14 hours on workday, or as directed by the judge).



***Information Sheet for Potential Poll Workers***

DATE: \_\_\_\_\_ Voter Registration Card # \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

\_\_\_\_\_  
 Name Date of Birth

\_\_\_\_\_  
 Street Address City Zip

\_\_\_\_\_  
 E-Mail Address

\_\_\_\_\_  
 Home Phone Number Work Phone Number Cell Phone Number

Have you worked previously as a poll worker in Kaufman County?  Yes  No

Do you have a political party affiliation? If so, please specify: \_\_\_\_\_

- Democratic
- Republican

Do you speak any languages fluently other than English? If yes, which? \_\_\_\_\_

Area of Kaufman County you would be willing to work: \_\_\_\_\_

Would you work at a precinct other than your own?  Yes  No

**Please check all positions in which you are interested:**

- CLERK:** Assist election judge on all Election Day duties as assigned.
- EARLY VOTING CLERK:** KCED will contact you about working early voting.
- BILINGUAL CLERK:** Assist the judge in assigned duties, including translating when necessary. The Coordinator will contact you with positions. *(Fluent in Spanish and English)*

**TRAINING IS REQUIRED FOR ALL POSITIONS.**  
***You must be a registered voter in Kaufman County.***

E-mail, or mail to:  
 Attn: Tandi Smith, Elections Administrator  
 3003 S. Washington, Kaufman, Texas 75142  
 469-376-4595 Office  
[pollworker@kaufmancounty.net](mailto:pollworker@kaufmancounty.net)

Disclosure: I understand that nothing in this advertisement, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a guaranteed assignment. These positions are not permanent, full-time, or temporary; they are only during an election cycle. I understand that, if I am contacted by the Elections Department for an assignment, my employment will be only for an as-needed basis, and a position will not be guaranteed, unless I am given the complete details of an assignment, including where and when I will report, by an Elections Department recruiter or representative.