

Basic Duties of the Poll Worker

Inspector

The Inspector acts as the “Manager” of the Precinct. With the two Judges, the Inspector decides all matters that come before the precinct Election Board. The position of Inspector is crucial because it involves a high degree of responsibility. The Inspector is responsible for making sure the precinct is set up properly with the materials provided and understanding basic voting machine operations. The Inspector also administers all oaths.

Judge

The precinct Judges are a bipartisan set of two people assigned to each precinct to assist voters on Election Day. Judges may also be prepared to assist other Election Officials in their duties. Judges play a vital role in helping voters with the use of the voting machines and must be trained on basic operations. When requested, Judges may assist disabled voters or voters unable to read or write the English language after completing an affidavit of voter assistance.

Clerk

The primary function of the Clerks is record keeping. Clerks are in charge of the signature poll books and making sure proper paperwork is completed when necessary. The Clerk makes sure that all voters properly sign and verify their address before voting. In performing these functions the Clerks maintain the integrity of the voting system.

Sheriff

The Sheriff is responsible for maintaining traffic flow and order throughout Election Day. Sheriffs are responsible for keeping any unauthorized persons outside the voting area and to make sure electioneering materials do not enter the polling site.

All Workers help with setting up the polling site and assisting voters.