



# Office of the Town Clerk

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JACKLYN R. MORRIS  
TOWN CLERK

## ELECTION WORKER APPLICATION

Please complete and return to the Town Clerk's Office. Please print.

NAME \_\_\_\_\_

VOTING ADDRESS \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT \_\_\_\_\_

POLITICAL PARTY: UNENROLLED  REPUBLICAN  DEMOCRAT  OTHER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

HAVE YOU WORKED ELECTIONS BEFORE: YES  WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_ No

Please check all that apply. Note that times are approximate.

I WOULD BE INTERESTED IN WORKING THESE TIMES (APPROXIMATE):

MORNING (6:15 AM TO 11:30 AM)  AFTERNOON (11:30 AM TO 4 PM)  EVENING (4 PM TO 9 PM)

I WOULD BE INTERESTED IN WORKING AS:

CHECKER     CLERK     GREETER     WARDEN

I WISH TO WORK... (PLEASE CHECK ONE.)

- AS A VOLUNTEER OR
- UNDER THE SENIOR TAX CREDIT PROGRAM OR
- UNDER THE VETERANS TAX CREDIT OR
- TO BE PAID

ANY ADDITIONAL COMMENTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Thank you for your interest in helping with Town Elections!

## Election Worker Job Descriptions

**Election Workers** are an important part of our democracy. They maintain the integrity of the election process in the polling place. Election workers must be able to hear a normal speaking voice and be able to read the small print on voting lists and efficiently find voting addresses and names or work the elections Poll Pad. All election workers have the choice of being paid, volunteering their time, or may apply for senior or veteran's tax credit. Regular election workers that wish to be paid make the current Massachusetts minimum wage hourly rate. Election clerks and wardens are paid at a higher rate.

New election workers must attend a training session and all workers will attend refresher training from time to time. Wardens and clerks receive additional training.

**Greeters** may be stationed at the door to Town Hall, the door to the polling place, or near the AutoMark ballot marking device. Their job is to assist voters by answering questions and/or pointing out display information that answers the questions. Greeters may also be called upon to control the flow of voters into the polling place so that a line does not form *inside* the polling place but rather in the hallway. Greeters may be asked to stand or perch on a stool while working.

**Checkers** are assigned to the voter check-in table. They listen to voter's address and name, repeat the voter's information loudly enough so any observers seated behind them can hear. Before handing the voter a ballot, the checker is required to locate the name on the voter list and draw a line through the name and address or check them in using the elections Poll Pad. (In a primary, the checker must also mark the list with which party ballot the voter requests.)

**Election Clerks** keep a record of everything out of the ordinary that takes place on election day in the polling place. The clerk notes in the election log such details as when the ballot box was inspected, what time the polls opened and closed, when and how many absentee ballots were cast, if a ballot was rejected or spoiled, and what time the ballot box was emptied. The clerk sometimes stands and sometimes is seated at a table near the ballot box.

**Wardens** are in charge in the polling place. The warden ensures that everything runs smoothly at the polls. The other election workers report to the warden who makes certain that all election workers take breaks when possible. The police officer or constable on duty also reports to the warden. The warden reports to the Town Clerk.

The warden will assist voters who do not appear on the Active Voter List and will assist voters who have spoiled a ballot or need a provisional ballot. The warden also helps to cast the absentee ballots throughout the day and keeps a record of same on the absentee ballot list. Warden's trouble shoot all activities at the polling place, calling on or referring people to the Town Clerk as needed.

Wardens are responsible for announcing the open and close of the polls and for distributing the ballots to the appropriate checkers.

The warden is the only person observers are permitted to speak to in the polling place and makes certain observers follow the guidelines and are not disruptive.