

POLL WORKER ROLES AND RESPONSIBILITIES

- They serve as guardians of Democracy and are vital to efficient and honest elections.
- They prepare the polls for opening and closing, working a long, full day from 6:00 AM – 9:00 PM and sometimes later.
- They take an oath, agreeing to carry out the election process in the polling place to the best of their ability according to the statutes and laws of Pennsylvania.
- They set up the voting equipment.
- They verify electors and hand out ballots.
- They certify that the work is done and that the votes are properly sealed.
- They deliver sealed voted election returns to Court House for tallying after the close of the polls.
- They are compensated but the amount varies depending on the position.

SPECIFIC POLL WORKER POSITIONS

Each local precinct has their own Election Board (poll workers), which comprise of a Judge of Elections, a Majority Inspector, a Minority Inspector and two Clerks.

JUDGE OF ELECTION

- Paid \$95-\$115 (depending on voter turnout) for the day plus mileage for pick up and return of election supplies.
- Contacts the other poll workers prior to Election Day to ensure their availability for work and finds replacements as necessary.
- Contacts polling place prior to Election Day to find out how to get in and to be sure they have the tables/chairs, etc. necessary for the day.
- In charge of picking up election supplies on the Saturday or Monday prior to Election Day.
- Must arrive at the polls before 6:00 AM to set up the polling place in order to be open and ready by 7:00 AM.
- Assigns duties to the other poll workers for the day.
- In charge of the polling place on Election Day, and ensures that no electioneering is occurring within 10 feet of the outside entrance.
- Helps with the voting machines.
- Processes all paper work to be returned to the County Board of Elections that same night.
- Helps close the machines and process absentee ballots at the end of the day.
- Posts a copy of the precinct results on the outside door of the polling place once the machines are closed. The tapes are to be signed by the Judge of Election, Majority and Minority Inspector and the Clerks.

- Returns the sealed voted election returns and polling supplies to the County Board of Elections after the polls close.
- May not go home on election night until all paperwork and memory cards are delivered to the County Board of Elections.

MAJORITY AND MINORITY INSPECTOR

- Paid \$90-\$105 (depending on voter turnout) for the day.
- Must arrive at the polls before 6:00 AM to set up the polling place in order to be open and ready by 7:00 AM.
- Check the voters in at the poll books.
- Performs other duties as assigned by the Judge of Elections.
- Helps close the machines and process absentee ballots at the end of the day.
- The Minority Inspector accompanies the Judge of Elections to return the sealed voted election returns and polling supplies to the County Board of Elections after the polls close.
- The Minority Inspector keeps Envelope B, which holds a set of the election returns for two years.

CLERKS (2)

- Paid \$90-\$105 (depending on voter turnout) for the day.
- Must arrive at the polls before 6:00 AM to set up the polling place in order to be open and ready by 7:00 AM.
- Performs other duties as assigned by the Judge of Elections.
- Helps close the machines and process absentee ballots at the end of the day.
- May not go home on election night until all paperwork and memory cards are delivered to the County Board of Elections.

If you or someone you know might be interested in applying for a poll worker position, please call Jennifer at the Armstrong County Bureau of Elections at 724.548.3222 or email to jbellas@co.armstrong.pa.us.