



Ellis County Elections Department 204 E Jefferson Street Waxahachie, Texas 75165
 Phone: 972-825-5195 • Fax: 972-923-5194 • Email: elections@co.ellis.tx.us

INTERESTED IN WORKING AT THE ELECTION POLLS?

ELECTION JUDGE, ALTERNATE JUDGE, CLERK OR BILINGUAL WORKER

There are three positions available as election officials: Presiding Election Judge, Alternate Election Judge and Election Clerk including bilingual in Spanish/English workers. Student clerks have a separate application process. The following information provides requirements and duties for each of the positions. Workers are paid depending on the type of election and position at \$10-\$12.00 hourly while working at the polls, attending training class and setting up the polling site.

Judge Responsibilities & Job Duties:

- Primary duty is to administer the election in accordance with the Texas Election Code
- Visit polling site with the Alternate Judge the day before the election to set up
- Pick up the supplies at the designated date/time from the Elections office
- Return the supplies on election night to the elections office
- Assisting the voters with the election equipment, registration matters, check-in process etc.
- Conduct the opening and closing the election polls

Alternate Judge Responsibilities & Job Duties:

- Primary duty is to guard the purity of the election
- To step in as Judge when the Presiding Election Judge is not available
- Visit polling site with the Judge the day before the election to set up
- Assisting the voters with the election equipment, registration matters, check-in process etc.
- Assist with the opening and closing the election polls

Clerk Responsibilities & Job Duties:

- Receives assignments from the Election Judge

Requirements:

- If Election Day, work at the polling site from 6:00 a.m. - 8:00 p.m. or until finished
- If Early Voting, approximately 7-15 hours per day for 2-6 days which might include weekends, however during both early voting and election day we can schedule half day shifts, if needed.
- 18 years of age or older (Use student worker application for 16-17 years old);
- Registered to vote in Ellis County, Texas;
- Fluent in English and Spanish for bilingual clerks;
- Able to take direction well and not easily distracted and enjoy interaction with people;
- Must have dependable transportation to and from the election site;
- Be prepared to lift at least 30 lbs. and stand for long periods of time;
- Must work the entire duration of your scheduled day without leaving the polling site;
- Bring plenty of food, snacks and drink to keep you energized throughout the day;
- Attend an approximately 3-hour training class before each election.

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 or Political Party 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 Political Party representative.



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Qualifications to work at the polls

Election Judge - Qualified voter of the election precinct, unless no eligible person can be found inside the precinct, in which case the judge or alternate may be appointed from a different precinct within the political subdivision.

Election Clerk – 1. Qualified voter of the political subdivision. 2. A Student Election Clerk (Even if not a registered voter of the political subdivision. Must be a student at an educational institution or home school, 16 or older, have permission to serve and be a US citizen. No more than 2 student clerks may serve in an election day polling place. They must attend a training class.)

Bilingual Worker –Interpreter must be a registered voter of the county or an adjacent county. (SB 331 2021)

Texas Election Code Sec. 11.002. Qualified voter.

(a) In this election code, "qualified voter" means a person who:

- (1) is 18 years of age or older;
- (2) is a United States citizen;
- (3) has not been determined by a final judgment of a court exercising probate jurisdiction to be:
 - (A) totally mentally incapacitated; or
 - (B) partially mentally incapacitated without the right to vote;
- (4) has not been finally convicted of a felony or, if so convicted, has:
 - (A) fully discharged the person's sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or
 - (B) been pardoned or otherwise released from the resulting disability to vote;
- (5) is a resident of this state; and
- (6) is a registered voter.

(b) For purposes of Subsection (a)(4), a person is not considered to have been finally convicted of an offense for which the criminal proceedings are deferred without an adjudication of guilt.

Who CANNOT be an Election Judge or Clerk:

- **Elected Public Officer (Precinct Chairman is not considered as an elected office)**
- **Employee or relative of opposed candidate on the ballot.**
- **Campaign Treasurer or Assistant Treasurer of a candidate in the election.**
- **Campaign Manager or campaign staff/worker of candidate in the election.**
- **Individual finally convicted of an election offense (deferred adjudication does not constitute a final felony conviction.)**
- **A candidate for a contested office may not serve in an election held on the same day as the election in any precinct in which the office sought is to be voted on. (An uncontested candidate may serve as an election worker)**
- **Note: An incumbent cannot serve since they are disqualified as an elected public officer.**
- **Employee of Ellis County, Texas cannot work at the polls**

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Application to be a Potential Poll Worker

DATE: _____ Voter Registration Card (VUID) # _____

HOW DID YOU HEAR ABOUT US? _____

Name _____ Date of Birth _____

Street Address (physical) _____ City _____ Zip _____

Mailing Address (P.O. Box #) _____

E-Mail Address _____

Home Phone Number _____ Work Phone Number _____ Cell Phone Number _____

Have you worked previously as a pollworker? Yes Where? _____ No

Do you have a political party affiliation? If so, please specify: _____
 Republican Democratic

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

Area of Ellis 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:

- Available for Early Voting
- Available for Election Day
- JUDGE:** Responsible for preparing, overseeing and handling the obligations of the polling site, workers, and voters.
- ALTERNATE JUDGE:** Assist the Election Judge on all duties as assigned and step into the Judge position, if needed.
- CLERK:** Assist the Election Judge on all duties as assigned.
- BILINGUAL WORKER:** Assist the Election Judge on all duties as assigned, including translating when necessary. *Must be fluent in Spanish and English and a registered voter in Ellis County or an adjacent county (SB 331 2021)*

Training is required for all positions and you must be a registered voter in Ellis County.

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