

# County of Lebanon, Pennsylvania

## Poll Worker Fact Sheet

### Requirements:

- Must be at least 18 years of age.
- Must be a registered voter in Lebanon County

### Compensation:

- **Judge of Election** -- \$120.00, \$20.00 additional for delivery of returns. Mileage to and from the polling location to municipal building. \$15.00 training.
- **Majority Inspector** -- \$100.00, \$15.00 Training
- **Minority Inspector** -- \$100.00, \$15.00 Training
- **Machine Operator** -- \$100.00, \$15.00 Training
- **Clerk** -- \$100.00, \$15.00 Training

**\*Poll Workers must attend training to receive the \$15.00**

**\*Mileage is calculated by the distance to the municipal building multiplied by the mileage rate approved by the board of commissioners each year. Minimum amount is \$3.00.**

### Time Investment:

- One Month before (All)--Training Session (1-2 hours)
- Friday before (Judges)--Pick up supplies at Elections Office. Monday if approved by Director.
- Monday before (Judges)--Sets up polling place. Judge may ask poll workers to assist.
- Election Day 6 AM until polls closes (All)--**This entails staying at the polling place until all tasks are completed; machines are powered off and locked down and for the Judge (and possibly Minority Inspector), the delivery of the returns.**

### Job Descriptions:

- **Judge of Elections**
  - This is an elected position that runs every 4 years.
  - Attends the training session for each election.
  - Contacts poll workers from list sent by Lebanon County Bureau of Elections.
  - Contacts polling place prior to election to arrange a convenient time to gain access to the building/room to set up.
  - Picks up the Election Day supplies (may assign this task to an Inspector or Clerk).
  - Issues Oaths of Office to all Poll Workers **AFTER** having been sworn in by the Minority Inspector (all oaths of office to be administered prior to the 7 AM opening of the polls.
  - Responsible for the set-up, running and breaking down of the polling place. Ensures equipment is working properly and is set up in such a way as to protect the voters' privacy.
  - Assigns elections day tasks to poll workers as deemed appropriate:
  - Assures polling place is in compliance with all election laws, all required postings are clearly visible, and that all qualified voters arriving at the polling place by 8PM have the opportunity to vote.

- Oversees the flow of voters, answers questions, and generally keeps things running smoothly.
  - Ensures all paperwork is completed and put in the correct envelope.
  - Responsible for clean up after polls close, includes but not limited to tables put away, equipment locked and secured for pick up later in the week.
  - Maintains Pay Voucher and insures it is signed by ALL poll workers (including any constable assigned to the district) before they leave, and return it with the other documents to the Elections Office.
  - Responsible for delivering the returns to the designated location at the end of the evening.
- **Majority Inspector**
    - This is an elected position that runs every 4 years.
    - Attends the training session.
    - Assumes all responsibilities as assigned by the Judge of Elections.
  - **Minority Inspector**
    - This is an elected position that runs every 4 years.
    - Attends the training session.
    - Assumes all responsibilities as assigned by the Judge of Elections.
    - The Minority Inspector keeps Envelope B, which holds a set of election returns for 1 year.
    - Issues Oath of Office to the Judge of Election on Election Day **BEFORE** the polls open.
    - May accompany the Judge of Elections to the Elections Office when returns are delivered at the end of the night.
  - **Machine Operator**
    - Attends Training.
    - Responsible for activating the voting terminal for each voter.
    - The number of terminals determines the number of Machine Operators permitted.
  - **Clerk**
    - Attends the training session.
    - Performs tasks assigned by the Judge of Elections.

#### **Training Sessions:**

- Training Sessions will be held prior to each election at:

Lebanon County Building  
 400 South 8<sup>th</sup> Street  
 Lebanon, PA 17042  
 (717) 228-4428