



CITY OF KILLEEN POSITION DESCRIPTION

Election Worker

GENERAL PURPOSE

Election Workers are essential to ensuring that elections are conducted ethically, legally, and successfully.

SUPERVISION EXERCISED

Dependent on Election Worker position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Early Voting

Deputy Early Voting Clerk

- Assists the Early Voting Clerk (City Secretary) in conduct of early voting
- Performs duties and tasks synonymous to those of an Election Day Presiding Judge
- Each early voting location will be assigned a **Lead Deputy Early Voting Clerk** who will be responsible for the overall conduct of early voting and will handle the assignment of duties at that specific location

Election Day

Presiding Judge

- Attends and completes required training
- Hires election clerks and coordinates work activities
- Oversees their assigned precinct polling location
- On Election Day, the Presiding Judge is assisted by at least two (2) election clerks, one of whom serves as the Alternate Presiding Judge
- Organizing the polling location before the polls open
- Ensuring that qualified voters are permitted to vote
- Checking in and processing voters
- Distributing ballots to registered voters
- Providing instructions and assistance to voters
- Answering voters' questions
- Explaining the use of the voting equipment
- Maintaining order in the polling location on Election Day
- Obtaining results after the polls are closed and securing the polling location
- Maintaining the security of the polling location

Alternate Presiding Judge and Clerks

- Attends and completes required training
- Assists the Presiding Judge in the orderly operation of the polling location

- Clerks often serve as the required bilingual member of precinct staff
- The Presiding Judge assigns the duties of the clerk
- Organizing the polling location before the polls open
- Ensuring that qualified voters are permitted to vote
- Checking in and processing voters
- Distributing ballots to registered voters
- Providing instructions and assistance to voters
- Answering voters' questions
- Explaining the use of the voting equipment
- Maintaining order in the polling location on Election Day
- Obtaining results after the polls are closed and securing the polling location

Early Voting Ballot Board & Central Counting Station

The Early Voting Ballot Board (EVBB) and Central Counting Station (CCS) consists of one (1) Presiding Judge, one (1) Alternate Presiding Judge, and one (1) additional Member/Clerk.

Presiding Judge:

- Attends and completes required training
- Hires additional members of the EVBB/CCS and coordinates work activities
- Counts early voting ballots
- Reviews provisional ballots
- Determines whether a ballot may be accepted
- Resolves questions of voter intent for irregularly marked ballots
- Notifies voters of rejected ballots
- Conducts the Post-Election Hand Count Audit
- Participates in EVBB's activities, as required

Alternate Judge and Member/Clerk

- Attends and completes required training
- Counts early voting ballots
- Reviews provisional ballots
- Determines whether a ballot may be accepted
- Resolves questions of voter intent for irregularly marked ballots
- Conducts the Post-Election Hand Count Audit
- Participates in EVBB's activities, as required

REQUIRED MINIMUM QUALIFICATIONS

Texas Election Code Sec. 11.002. defines a QUALIFIED VOTER as:

- (a) In this 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.

Early Voting

Deputy Early Voting Clerk:

- Must be a qualified voter of the City of Killeen
- Must be able to converse in the English language
- Must complete the following training courses provided by the Texas Secretary of State:
 - Online Poll Worker Training
 - Texas Poll Watcher Online Training
- Must attend in-person training hosted by the City of Killeen City Secretary's Office

Election Day

Presiding Judge and Alternate Presiding Judge:

- Must be a qualified voter of the election precinct they are working
- Must be able to converse in the English language
- Must complete the following training courses provided by the Texas Secretary of State:
 - Online Poll Worker Training
 - Texas Poll Watcher Online Training
- Must attend in-person training hosted by the City of Killeen City Secretary's Office

Clerk:

- Must be a qualified voter of the City of Killeen
- Must be able to converse in the English language
- Must complete the following training courses provided by the Texas Secretary of State:
 - Online Poll Worker Training
 - Texas Poll Watcher Online Training
- Must attend in-person training hosted by the City of Killeen City Secretary's Office

Bilingual Clerk:

- Must be a qualified voter in the State of Texas
- Must be able to converse in the English and Spanish languages
- Must complete the following training courses provided by the Texas Secretary of State:
 - Online Poll Worker Training
 - Texas Poll Watcher Online Training
- Must attend in-person training hosted by the City of Killeen City Secretary's Office

Student Clerk:

- Be at least 16 years old on Election Day
- Be enrolled in a public, private, or qualified home school
- Be a U.S. citizen
- Have consent of his/her parent or legal guardian to work the election
- Have consent of his/her school principal (or parent/legal guardian for home-schooled students)
- Must be able to converse in the English language
- Must complete the following training courses provided by the Texas Secretary of State:
 - Online Poll Worker Training
 - Texas Poll Watcher Online Training
- Must attend in-person training hosted by the City of Killeen City Secretary's Office

Early Voting Ballot Board & Central Counting Station**Presiding Judge, Alternate Judge and Additional Member/Clerk**

- Must be a qualified voter of the City of Killeen
- Must be able to converse in the English language
- Must complete the following training courses provided by the Texas Secretary of State:
 - Online Poll Worker Training
 - Texas Poll Watcher Online Training
 - Online Early Voting Ballot Board Training
 - Central Counting Station Training
- Must attend in-person training hosted by the City of Killeen City Secretary's Office
- **If you apply to work for the Early Voting Ballot Board (EVBB) you must be flexible during the months of March, April and May to accommodate mandatory duties.**

SPECIAL REQUIREMENTS

1. Successful completion of the required online Secretary of State Election Training Courses
2. Attend the in-person City of Killeen Election Worker Training

TOOLS AND EQUIPMENT USED

- ES&S Election Equipment
 - DS200
 - ExpressVote
 - Electronic Pollbook (ePollbook)
- Election Security Seals and Tags

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must periodically lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application and rating of prior election worker experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.