



*County of Berks*

# COUNTY OF BERKS PENNSYLVANIA

## **INTERPRETER DUTIES AND RESPONSABILITIES**

Interpreters must report to their assigned polling location no later than 6:45 a.m. on election day. Interpreters will receive \$180 for working a full election day and \$30 for attending a training class.

### **Primary Functions:**

- Assist Spanish-speaking voters in the electoral process
- Direct voters to the correct Election official to check in
- Assist in locating a voter's name in the Electronic Poll book
- If a voter cannot be found in the Electronic Poll book, contact the Election Services office at 610-478-6490. The voter may be at the wrong polling place.
- Instruct voters on how to use the voting machine (outside of the curtain)
- Instruct voters how to cast a provisional ballot
- Assist voters in the completion of forms if requested by the voter (for example: Affirmation of Elector, complaint forms, or challenges)

The Election Services office should be made aware of any instances of intimidation, harassment, or discrimination toward voters from an election official, political party watchers, voter protection groups, other voters, and any other group or individual present.

## **Interpreter Training and Resources**

About three months before the Election you will receive a reminder letter with the dates and times available for the upcoming election training classes. Communication will continue until Election Day to ensure all necessary arrangements are met, and your availability status has not changed.

At times, changes occur in our election process. Interpreters can improve their understanding by attending a training class and reviewing the election manual provided.

**For questions or concerns, contact the Election Services office at (610) 478-6490.**