

ELECTION BOARD DUTIES

Polling Place: open 7am to 8pm

Election Board consists of a Judge of Election, Majority and Minority Inspectors, Machine Inspector and Clerk

Board members must be at least 18 years of age and be a registered voter in Berks County

All board members should plan on arriving at the polls between 6:15 & 6:30am and leaving after 8pm when paperwork is complete

Only Machine Inspectors and Clerks may work half days at half the pay (If this option is offered, another person is needed to work the other half of the day)

Training classes are available each election; poll workers attending will be paid \$10 for the class **only** if they work on Election Day.

JUDGE OF ELECTION

- Paid \$120 for the day, \$2.00 for picking up supplies the Saturday before the election, \$20 for returning supplies to the
- Election Services office on election night, \$10 for attending class (class is mandatory for Judge of Election), and mileage
- This position is elected every four years. If there is a vacancy during this timeframe, the Board of Elections will appoint for this position
- In charge of the polling site on Election Day
- Helps with the voting machines
- In charge of the polling site on Election Day
- Contacts all board members prior to Election Day; updates any changes in address & phone numbers, confirms availability to work and lets Election Services know if there are any vacancies to be filled and informs all board members with the time required to be at the polling place on Election Day
- Contacts the polling place prior to Election Day to find out how to get in and to be sure they have the necessary equipment set up for them
- Picks up supplies at Services Center the Saturday before an election
- Makes sure all machines, paperwork and poll books are set up and ready by 7am when polls open
- Helps to close the machines, process absentee ballots, write-in votes and close polling site at the end of the day
- Is responsible for processing and returning all paperwork, machine cartridges and election returns to Election Services on election night

MAJORITY & MINORITY INSPECTORS

- Paid \$110 for the day and \$10 for attending class
- Majority and Minority Inspector positions are elected every four years. If there is a vacancy during this timeframe, the Board of Elections will appoint someone for this position
- Majority and Minority Inspectors should be of different parties (However, we accept any person willing to work at the polls regardless of party)
- Must arrive at polling location at the time established by the Judge of Election to prepare the poll site for voting
- Inspectors are in charge of the poll books and make sure all eligible voters sign in before voting
- Helps to process absentee and returns at the end of the day. May not leave until all paperwork is complete
- Minority Inspector keeps **Envelope B**, which holds a set of election returns, for one year

MACHINE INSPECTOR

- Paid \$110 for the day and \$10 for attending class (class attendance is mandatory for machine inspectors)
- This position is appointed by the Board of Elections
- Must arrive at polling location at the time established by the Judge of Election to prepare the poll site for voting must have machines open and operable promptly at 7am
- Answers all voting machine questions throughout the day, and helps with the operation of the machines to voters who are unfamiliar with the equipment. Sets the machine for each voter throughout the day
- Helps to close machines, process absentee ballots and write-in votes at the end of day. May not leave until all paperwork is complete.

CLERK

- Paid \$110 for the day and \$10 for attending class
- This position is appointed by the Minority Inspector. If there is a vacancy, the Board of Elections will appoint someone.
- Must arrive at polling location at the time established by the Judge of Election to prepare the poll site for voting
- Keeps a voting record on the **Numbered List of Voters** throughout the day
- Helps to process absentee ballots and write-in votes at the end of day

ATTENTION

No board member may go home until all paperwork, absentee ballots and write-in votes are processed. All machine cartridges, poll books, paperwork and election returns must be dropped off by the Judge of Election at the Election Services office on election night!