

Election Interpreters City of Reading



Functions:

- The **primary function** of an election interpreter is to assist Spanish-speaking voters in the electoral process when they go to a polling place to vote. Some examples that fall under this category are:
 - Direct voters to the correct election official
 - Help election officials locate the voter's name in the poll book
 - Instruct voters on how to use the voting machines
 - Instruct voters on how to cast a provisional ballot (if necessary)
 - Provide Assistance to Vote when a voter requests it
 - Help voters fill out all necessary forms (affirmations, complaints, or challenges) and answer any questions a voter might have
 - Report to Election Services/Director any instances of intimidation, harassment, or discrimination toward voters; in particular Spanish-speaking or Hispanic voters on behalf of election officers, political parties, watchers, voter protection groups, or other voters.
- **Other functions** interpreters are able to do as long as they do not interfere with their primary functions are:
 - Serve as Judge of Election, clerk, machine inspector, or majority/minority inspector if any of these positions are vacant on Election Day.
 - Instruct English-speaking voters on how to use the voting machines, cast provisional ballots, and complete forms.
 - Provide Assistance to Vote to English-speaking voters when requested by them.
 - Help election officials with any other Election Day procedures.
- While at the polling place, the interpreter is under the supervision of the Judge of Elections.
- Interpreters are at all times under the authority of the Bilingual Coordinator of Elections and Election Services. As such, interpreters may at times be called upon to serve in other capacities or locations during the course of Election Day.
- Interpreters should report to their assigned polling location by 6:45am for morning shift/whole day or 1:15 for afternoon shift/half day, (unless other arrangements have been made). Interpreters may choose to work a full day or half day.
- Interpreters receive \$100.00 for a full day; \$50.00 for ½ day.
- Interpreters must attend a mandatory (1) training session and will be paid \$10.00 for the session.