

# ELECTION INTERPRETERS

## CITY OF READING

### Polling Placement of Election Interpreters:

#### 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 of activities 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 (if necessary, ex: affirmations, complaints, or challenges)
  - Report to Election Services any instances of intimidation, harassment, or discrimination towards 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 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 procedures.
- While at the polling place, 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 the elections.
- Interpreters should report to their assigned polling location by 6:45 am. Interpreters are able to work a full or half day
- Interpreters receive \$110.00 for a full day; or \$55.00 for ½ day
- Interpreters must attend one (1) training session and will be paid \$10.00 for the session