



Election Poll Worker

- Job Title:** Election Poll Worker (Open to All qualified registered voters)
Job Type: Temporary (Serves two years Primary, General or Special Election)
Department/Division: Rio Arriba County Clerk
Salary: Election Clerk/Judge, salary is \$140 per day. If working as Presiding Judge, salary is \$170 per day.

As a poll worker, your active participation in the democratic practice ensures fair elections.

Notice to Election Poll Worker Applicants

Rio Arriba County requires you to complete a Rio Arriba County Election Poll Worker Application 1-3 months before an election.

Requirement:

- Must reside in Rio Arriba County.
- 16 & 17 year olds are eligible to work as poll workers.
- Must be able to read, write and have excellent communication skills.
- Must execute the precinct board member's oath of office.
- Must maintain and respect the confidentiality and integrity of the election.
- Must remain impartial at the polls and during the election process.

Position Summary:

Under the general supervision of the County Clerk, Bureau of Elections Chief or designee, assists in duties associated with County elections. Duties may include absentee and early voting as well as Election Day voting. Maintains confidentiality of all privileged information.

This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Knowledge, Skills, and Abilities:

- Maintaining election equipment security throughout the election process.
- Knowledge of general election procedures.
- Knowledge of computer and basic office skills.
- Ability to comprehend, learn and follow New Mexico Election Laws and instructions given by the County Clerk, Bureau of Elections Chief or designee.
- Ability to carry out a precinct board member's functions with acceptable skill and dispatch.

- Ability to recognize election issues and promptly report any issues to the Presiding Judge or County Clerk as necessary.
- Ability to work well with others and participate fully in a team oriented environment.
- Must remain professional at all times.

Essential Duties and Responsibilities:

- Attends Poll Worker training.
- Determines voter eligibility through residential verification and poll lists.
- Issues ballots to eligible voters.
- Respond to voter questions regarding voting processes.
- Adheres to election laws, policies, rules and regulations.
- Performs other duties as required.

Physical Demands:

While performing the duties of this job, the employee will sit for long periods of time, speak, listen, type on computer or write in a roster. The employee may occasionally be required to stoop, kneel, crouch or lift and carry items weighing up to 20 lbs.

Work Environment:

Work is performed in an indoor setting with moderate noise level. Long hours, evening, holiday and weekend work may be required with advance notice.

You may apply in person at the Rio Arriba County Clerk's Offices

located at:

County Offices, 1122 Industrial Park Road, Española NN 87523

Archive Building 7 Main Street, Tierra Amarilla, NM 87575

Applications become a public record upon receipt and may be made available for public inspection.

Selection Procedure:

Rio Arriba County does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation or gender identity, disability, genetic information or veteran status in employment or the provisions of service.