



Rio Arriba County Clerk's Office

Election Official Recruitment



ARE YOU INTERESTED IN BEING A POLL WORKER FOR RIO ARRIBA COUNTY?

In the County of Rio Arriba, we encourage all private citizens to vote and become involved in the election process. One of the most rewarding ways to do this is to become a poll worker. Citizens' involvement is essential to conduct open, accurate, and fair elections in New Mexico. We hope that you will consider participating in one of these positions.

Official Roles and Pay per Day

- *Presiding Judge \$200.00*
- *Election Judge \$170.00*
- *Election Clerk \$170.00*
 - *Translator \$170.00*
 - *Minor Clerk \$170.00*

Rio Arriba County Clerk Election Worker Applications can be found online or at the Rio Arriba County Clerk's Office.

REQUIREMENTS

- 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.
 - Cannot be employed by law enforcement

KNOWLEDGE, SKILLS, & ABILITIES

- Maintaining election equipment security throughout the election process
 - Knowledge of general election procedures
 - Knowledge of basic computer and 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 & 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, the employee will sit for long periods, speak, listen, type on a 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 a moderate noise level. Long hours, evening, holiday, and weekend work may be required with advance notice.

TRAINING AND COMPENSATION

Election officials are required to attend mandatory training before the election. Training helps ensure a thorough understanding of the election process, the importance of maintaining the integrity of the election, and their role on Election Day.

Election Officials receive payment for their services and mileage to and from election training.

For more information, please contact

**Sarah Archuleta @
505-753-1780 or**

SArchuleta@rio-arriba.org