



# ELECTION WORKER PROFILE

Please print neatly and provide all the information requested. Thank you.

Administrative Use

Voting Precinct \_\_\_\_\_

Account # \_\_\_\_\_

Voter ID # \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
(Please Print Neatly) (Please Print Neatly)

Are you over 18 years of age?  YES  NO Are you registered to vote?  YES  NO

I am a registered:  Unenrolled  Democrat  Republican  Other

ADDRESS: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate/Cell phone: \_\_\_\_\_

Have you worked at elections in the past?  YES  NO Where? \_\_\_\_\_

What is your work experience including current employment, if any?

\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

I would like to be considered for: (please check box below)

**Both Shifts (6:15 a.m. to close) - this is the most fun and most needed!**

**Morning shift** (6:15 am – 2:00 pm)

**Evening shift** (1:30 pm – close)

I am interested in training for the following position(s)  
(see reverse for descriptions and check all that apply):

Warden,  Clerk,  Checker (check-in, check-out),  Greeter,

Ballot Box Attendant  Deputy Warden/Deputy Clerk (MUST WORK ENTIRE DAY)

Do you wish to be compensated?  YES  NO, I'm in the tax rebate program or volunteering

If yes, please give your Social Security # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Dates and times of mandatory trainings for all election workers will be announced prior to the election.  
You must attend training in order to be eligible to work at the election.*

All election workers are required to have excellent communication skills. You represent the Town of Chelmsford and must be polite and professional when interacting with voters, other election officials, and the general public.

### **PRECINCT WARDEN**

Supervision of election precinct, oversees election officers' performance, and maintains a welcoming environment. Ensures adherence to the election procedures and compliance with state election laws. The warden works under direct supervision of Town Clerk's Office, but must be able to take initiative and work independently. The warden maintains a positive, professional, and calm demeanor, which may be challenging while working to resolve multiple voter issues. The ability to exercise diplomacy and tactfulness are an absolute must. Strong hearing; ability to stand, walk, stoop, reach, lift and carry election equipment/items; close vision and focus adjustment required. Accessibility via a cell phone is required.

### **PRECINCT CLERK**

Performs record keeping of all facts relating to the election. Tallies and confirms election results. Assists Warden with general election duties. The clerk works under the direct supervision of the warden and Town Clerk's Office. Proficiency in math and strong attention to detail with completing forms and following explicit instructions are necessary. The ability to exercise diplomacy and assist voters with a courteous, professional demeanor is an absolute necessity. Must write neatly and record events clearly. Strong hearing; ability to stand, walk, stoop, reach, and lift; close vision and focus adjustment required.

### **DEPUTY WARDEN/CLERK**

Performs all the duties of the warden or clerk when she/he is absent from the precinct. The deputy warden/clerk assists in supervising the election precinct, overseeing election officers' performance, and accurately recording election records/results. The deputy warden/clerk works alongside the warden under direct supervision of Town Clerk's Office. Requires an energetic, professional, and confident demeanor. Ability to exercise judgment in applying state election laws and following protocols is a must. Strong hearing; ability to stand, walk, stoop, reach, lift and carry election equipment/items; close vision and focus adjustment required.

### **CHECKERS (CHECK IN or CHECK OUT)**

Check in and check out voters. Tabulate votes. Works under the supervision of the warden and clerk. Extensive contact with the voters. Ability to maintain a welcoming, professional, and calm demeanor is essential. Basic math skills and strong interpersonal skills are required. Must be able to recognize unusual circumstances to politely direct voters to the warden and/or clerk and follow explicit instructions. Specific vision abilities include close vision and the ability to adjust focus. Attention to detail. Ability to execute strong hearing and listening is essential. The Checker must be able to vocalize and enunciate; speaking loudly and clearly for their entire shift.

### **BALLOT BOX ATTENDANT**

Supervises the ballot box, assists voters with casting their ballots, ensures ballots are properly read by the voting machine, and supervises voted ballots removed from the ballot box. Works under the supervision of the warden and clerk. Extensive contact with the voters. Strong interpersonal skills are required. Specific vision abilities include close vision, ability to read an LCD display, and to adjust focus. The box attendant must be able to stand to greet voters and speak loudly and clearly in order to properly instruct voters.

### **GREETER**

The greeter is the face of the precinct; she/he directs voters to the appropriate voting locations and answers general election questions. Works under the supervision of the warden and clerk. The greeter must be able to research voters by name and address. Greeter must be able to read small print and adjust focus. The greeter may be seated or stand during their shift and needs to communicate effectively in order to properly instruct voters.