

# ARE YOU INTERESTED IN WORKING IN CITY OF PHOENIX ELECTIONS?



*The City of Phoenix secures citizen election board workers and temporary employees to work at our polling locations and in the early ballot processing areas.*

## WORK AS A BOARD WORKER

### Description

Board workers can be assigned to work as an Inspector, Judge or Clerk. There is typically one Inspector assigned to each voting center, along with several Judges and Clerks.

### Schedule

Election board workers work the Friday, Saturday and Monday before Election Day, in addition to Election Day Tuesday.

### Requirements

All board workers must be registered to vote, a resident of the City of Phoenix, and attend a mandatory training class prior to the election.

### Duties

**Inspectors** – In charge of the election board at their assigned voting center. Coordinates a set-up meeting prior to the first day of voting. Ensures Judges and Clerks understand their duties. Ensures election materials are securely delivered to the assigned receiving area each day after voting has finished.

**Judges** – Assist voters by making sure each voter signs the Voting Center Signature Roster. Makes sure each voter receives the correct ballot.

**Clerks** – Assist the Inspector and Judges.

## WORK AS A REGISTER OFFICIAL

### Description

Register Officials locate voter information using a laptop at a voting center to ensure the appropriate ballot is issued to each voter.

### Schedule

Register Officials normally work all three days the voting center is open.

### Requirements

Good Typing. Good Customer Service.

## WORK AS EARLY VOTING STAFF

### Description

Early Voting staff processes early ballots returned by mail. Provides voters with information over the phone.

### Schedule

Early Voting staff normally work for several weeks leading up to an election.

### Requirements

Good Typing. Good Customer Service.

If you are interested in working in City of Phoenix elections, please email your name, address, and telephone number to [phoenixelections@phoenix.gov](mailto:phoenixelections@phoenix.gov) or call 602-262-6837. A member of the City Clerk Elections staff will contact you.