

Elections Worker Tompkins County

Department: Board of Elections

Classification: Unclassified

Approved: 3/13/2020

By: LG, Deputy Commissioner of Human Resources

SUGGESTED OR PREFERRED QUALIFICATIONS:

Any combination of training and experience deemed acceptable to the Commissioners of Elections.

SPECIAL REQUIREMENTS:

1. Appointment of Election Workers is by the Commissioners of Elections.
2. Election Workers are required to be a representative of one of the two major political parties as defined in New York State Election Law.
3. No person shall be appointed as an Election Worker who is a candidate or the family member of a candidate for any public office to be voted for in the political jurisdiction in which they are running.
4. No person that holds elective office shall be appointed as an Election Worker.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent is responsible for administering elections at our polling places on Election Day and/or during Early Voting. The work involves following procedures promulgated by the Tompkins County Board of Elections. The work is performed under the general direction of the Commissioners of Elections. The incumbent will work in a team setting with each of the two major political parties represented at all times. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Start up and close down the voting machines;
- Print the Poll Opening and Closing Report Tapes;
- Greet voters arriving at the poll site;
- If site has multiple EDs, direct voters to the correct ED voting table;
- Direct voters with voting process questions to the "How to Vote" display poster;
- Assist voters using the Ballot Marking Device (BMD);
- Process voters who need to vote by affidavit ballot;
- Direct voters who are in the wrong poll site to their correct poll site;
- Assist/support Inspectors as needed throughout the day;
- Determine the best time(s) for Inspectors to take breaks;
- Reassign Inspector(s) work assignments throughout the day to make the best use of resources, worker strengths, etc.;
- Scan emergency ballots (if any) after poll closing;
- Processing Voters;
- Distributing yellow ballot privacy folders;
- Returning yellow ballot privacy folders to the poll site greeter;
- Notifying voters they must insert their own ballot into the voting machine scanner;
- Checking the poll site for abandoned ballots;
- Returning abandoned ballots to the correct Election District;
- Discouraging voters from loitering at the poll site;
- Engaging with persons to stop electioneering.

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