

## Hamilton County Elections

102 N. Rice St

Hamilton, TX 76531

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## Election Worker Form

Full Legal Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Election Worker Information

Thank you for your interest in serving as an election poll worker. Hamilton County Elections is constantly seeking individuals to assist in conducting Early Voting Ballot Board, Early Voting, and Election Day Voting. Below you will find job requirements and a short job description of each position an election worker may be assigned. If, after reading the job requirements and job description, you are still interested in serving as an election poll worker, please complete, sign, and return this application.

Job Requirements: \*High School Students must be 16.

1. Must be 18\* years of age or older.
2. Contact Secretary of State for High School Election Worker 16 or older requirements
3. Registered voter in Hamilton County
4. Do not hold an elected office or are not the employee of an elected official.
5. Are not family member of an elected official on the ballot.
6. Are detailed-oriented; able to take direction well and not easily distracted.
7. Excellent interpersonal skills to interact, cooperate, and deal effectively with coworkers, voters, poll watchers, electioneers, and the public.
8. Must have dependable transportation to and from the Election Polling place.
9. Able to lift at least 30lbs and stand or sit for long periods of time.
10. Basic computer skills and are familiar with technology.
11. Ability to read, comprehend, and follow Texas Election Laws and instructions given by the Hamilton County Elections Administrator.
12. Strong Verbal and written communication skills.
13. Ability to recognize election issues and promptly report any issues to the appropriate person.
14. Attend mandatory election training at the courthouse

## Job Description:

Please check all that apply.

I am interested in the following positions:

☐ **Election Judge** – Responsible for the overall conduct of voting at the polling place, handles all paperwork, assist voters, organizes team, and works Election Day.

☐ **Alternate Judge** – Assists Election Judge with any tasks assigned, assists voters, serves as Election Judge if the Election Judge is unable to perform duties, works Election Day.

☐ **Election Clerk** - Assists voters, works with the Election Judge and Alternate Judge with tasks assigned, works on Election Day.

☐ **Early Voting Lead Clerk** – Same description as Election Judge, but works within the period of Early Voting, reports directly to Elections Administrator.

☐ **Early Voting Clerk** – Same description as Election Clerk, but works within the period of Early Voting, and works with the Early Voting Lead Clerk on task assigned.

☐ **Early Voting Ballot Board** – Verifies voter signatures, counts ballots by mail, reviews provisional ballots, will come in 9 days before Election Day, will come in on Election Day, may be required to come in after Election to review late ballots, and provisional.

☐ **Election Night Worker** – Assist with checking in polling places, verify equipment, clean equipment, organize equipment, put up election equipment, and paperwork.

Experience is not required; however, POLL WORKER TRAINING IS REQUIRED. Please indicate the best time for you to attend mandatory training:

☐ Any Time

☐ Weekday (8-5)

☐ Evening

☐ Saturday

Do you speak any languages fluently other than English?

☐ Yes ☐ No

If yes, please specify: \_\_\_\_\_

I certify that the information in this application and any attachments is accurate and complete.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**