



Ellis County Elections Department 204 E Jefferson Street Waxahachie, Texas 75165
 Phone: 972-825-5195 • Fax: 972-923-5194 • Email: elections@co.ellis.tx.us

INTERESTED IN WORKING AT THE ELECTION POLLS?

ELECTION JUDGE, ALTERNATE JUDGE, CLERK OR BILINGUAL WORKER

There are three positions available as election officials: Presiding Election Judge, Alternate Election Judge and Election Clerk including bilingual in Spanish/English workers. *Student clerks (age 16+) have a separate application process.* The following information provides requirements and duties for each of the positions. Workers are paid depending on the type of election and position at \$12.00-\$14.00 hourly while working at the polls, attending training class and setting up the polling site.

Judge Responsibilities & Job Duties:

- Primary duty is to administer the election in accordance with the Texas Election Code
- Visit polling site with the Alternate Judge the day before the election to set up
- Pick up the supplies at the designated date/time from the Elections office
- Return the supplies on election night to the elections office
- Assisting the voters with the election equipment, registration matters, check-in process etc.
- Conduct the opening and closing the election polls

Alternate Judge Responsibilities & Job Duties:

- Primary duty is to guard the purity of the election
- To step in as Judge when the Presiding Election Judge is not available
- Visit polling site with the Judge the day before the election to set up
- Assisting the voters with the election equipment, registration matters, check-in process etc.
- Assist with the opening and closing the election polls

Clerk Responsibilities & Job Duties:

- Receives assignments from the Election Judge

Requirements:

- If Election Day, work at the polling site from 6:00 a.m. - 8:00 p.m. or until finished. Some half day split shifts available, if needed.
- If Early Voting, approximately 5-15 hours per day for 2-6 days which might include weekends. Some half day split shifts available, if needed.
- 18 years of age or older (Use student worker application for 16+ high school students);
- Registered to vote in Ellis County, Texas;
- Bilingual clerks fluent in English and Spanish (registered in Ellis or adjacent county);
- Able to take direction well and not easily distracted and enjoy interaction with people;
- Must have dependable transportation to and from the election site;
- Be prepared to lift at least 30 lbs. and stand for long periods of time;
- Must work the entire duration of your scheduled day without leaving the polling site;
- Bring plenty of food, snacks and drink to keep you energized throughout the day;
- Attend an approximately 3-4 hour training class before each election.

Disclosure: I understand that nothing in this advertisement, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a guaranteed assignment. These positions are not permanent, full-time, or temporary; they are only during an election cycle. I understand that, if I am contacted by the Elections Department or Political Party for an assignment, my employment will be only for an as-needed basis, and a position will not be guaranteed, unless I am given the complete details of an assignment, including where and when I will report, by an Elections Department recruiter or Political Party representative.



Ellis County Elections Department 204 E Jefferson Street Waxahachie, Texas 75165
Phone: 972-825-5195 • Fax: 972-923-5194 • Email: elections@co.ellis.tx.us

Qualifications to work at the polls

Election Judge - Qualified registered voter of the election precinct or political subdivision. (TEC 32.051)

Election Clerk – Qualified registered voter of the political subdivision. A Student Election Clerk - must be a student at an educational institution or home school, 16 years of age or older (by election day), be a US citizen and have permission to serve from principal and parent or legal guardian. They must attend a training class and they have a separate form to fill out. (TEC 32.0511)

Bilingual Worker –Interpreter must be a registered voter of the county or an adjacent county. (SB 331 2021)

Texas Election Code Sec. 11.002. Qualified voter.

(a) In this election code, "qualified voter" means a person who:

- (1) is 18 years of age or older;
- (2) is a United States citizen;
- (3) has not been determined by a final judgment of a court exercising probate jurisdiction to be:
 - (A) totally mentally incapacitated; or
 - (B) partially mentally incapacitated without the right to vote;
- (4) has not been finally convicted of a felony or, if so convicted, has:
 - (A) fully discharged the person's sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or
 - (B) been pardoned or otherwise released from the resulting disability to vote;
- (5) is a resident of this state; and
- (6) is a registered voter.

(b) For purposes of Subsection (a)(4), a person is not considered to have been finally convicted of an offense for which the criminal proceedings are deferred without an adjudication of guilt.

Who CANNOT be an Election Judge or Clerk:

- Elected Public Officer (Precinct Chairman is not considered as an elected office) (TEC 32.052)
- Employee or relative of opposed candidate on the ballot. (TEC 32.054)
- Campaign Treasurer or Assistant Treasurer of a candidate in the election. (TEC 32.055)
- Campaign Manager or worker of candidate in the election. (TEC 32.0551)
- Individual finally convicted of an election offense (deferred adjudication does not constitute a final felony conviction.) (TEC 32.0552)
- A candidate for a contested office may not serve in an election held on the same day as the election in any precinct in which the office sought is to be voted on. (An uncontested candidate may serve as an election worker) (TEC 32.053)
- Note: An incumbent cannot serve since they are disqualified as an elected public officer.
- Employee of Ellis County, Texas cannot work at the polls

(TEC is the Texas Election Code)

Disclosure: I understand that nothing in this advertisement, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a guaranteed assignment. These positions are not permanent, full-time, or temporary; they are only during an election cycle. I understand that, if I am contacted by the Elections Department or Political Party for an assignment, my employment will be only for an as-needed basis, and a position will not be guaranteed, unless I am given the complete details of an assignment, including where and when I will report, by an Elections Department recruiter or Political Party representative.



STUDENT ELECTION CLERK INFORMATION

What are Student Election Workers?

High school students who are 16 years of age or older have the opportunity to participate in the electoral process by serving as an election clerk at polling locations on Election Day. A student who is at least 16 years of age and who is enrolled in a public or private high school or home schooled, and that has the consent of the principal (or the parent/legal guardian in charge of education in home school) may serve as an election clerk. The Ellis County Elections Department must receive written authorization from the student's parent or guardian for the student to serve in the election for which he or she is selected to work.

This program is designed to provide students with a great awareness of the electoral process and the rights and responsibilities of voters. The students will assist by filling positions at polling places on Election Day and working under the direction of the polling place's Presiding Judge.

Benefits of Serving as an Election Clerk:

- Student workers are paid \$12.00 hourly.
- Students will gain practical experience by serving their community and state.
- Experience as an election clerk is an impressive addition to a résumé or college application.
- Students can take part in a rewarding activity while learning about the democratic process.

What are the Responsibilities of an Election Clerk?

- Working under the supervision of the judge, student election clerks may assist with the following duties:
 - Organizing the polling place before the polls open.
 - Ensuring that qualified voters are permitted to vote.
 - Checking in and processing voters.
 - Answering voters' questions.
 - Explaining the use of the voting equipment.
 - Maintaining order in the polling place on Election Day.
 - Help with closing the polling place after the polls close at 7pm.

What are the Qualifications of a Student Election Clerk?

- Be at least 16+ years old on Election Day;
- Be enrolled in a public, private, or qualified home school;
- Must be a U.S. citizen;
- Fluent in English (and Spanish to be a Bilingual Student Election Clerk);
- Be registered to vote, if 18 years of age by Election Day.

Check List:

- ✓ Fill out the **Student Election Clerk Application and Permission Slip**
- ✓ Have consent of his/her parent or legal guardian to work the election;
- ✓ Have consent of his/her school principal (or the parent/legal guardian for home schooled students);
- ✓ Must complete the required election worker training program;
- ✓ Able to take direction well and not easily distracted and enjoy interaction with people;
- ✓ Must have dependable transportation to and from the election site;
- ✓ Be prepared to lift at least 30 lbs. and stand for long periods of time;
- ✓ Must work the entire duration of the voting day assignment without leaving the polling site;
- ✓ Mail, email or fax the application to the Elections Office

More information found at <https://www.votetexas.gov/get-involved/student-clerks.html>

Disclosure: I understand that nothing in this advertisement, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a guaranteed assignment. These positions are not permanent, full-time, or temporary; they are only during an election cycle. I understand that, if I am contacted by the Elections Department for an assignment, my employment will be only for an as-needed basis, and a position will not be guaranteed, unless I am given the complete details of an assignment, including where and when I will report, by an Elections Department recruiter or representative.