



Historic Courthouse • 510 North Main, Suite 101 • Wichita, Kansas 67203
Telephone 316-660-7100 • Fax 316-660-7125 • www.sedgwickcounty.org/elections

WOULD YOU LIKE TO BE AN ELECTION WORKER?

The Sedgwick County Election Office accepts applications for election workers year-round. If you are interested in being an election worker, please complete the application online, or print it and return the completed application to:

Sedgwick County Election Office
510 N. Main, Suite 101
Wichita, KS 67203
(316) 660-7125 Fax
(316) 660-7100 Phone
www.sedgwickcounty.org/elections

BENCHMARKS

Please review the following benchmarks before submitting your name for consideration as an election worker.

- Be a U.S. citizen and a registered elector in Sedgwick County – OR – be a U.S. citizen living in Sedgwick County and a student at least 16 years old [K.S.A. 25-2804(a), (b)]
- Attend a class of instruction (usually about 2 hours) concerning the tasks of an election worker prior to each election [K.S.A. 25-2806]
- Not a candidate on the ballot, except precinct committeeman or committeewoman [K.S.A. 25-2804(b)]
- Have transportation to and from the work site
- All positions require that election workers meet the following criteria in order to complete the assigned tasks
 - Be able to lift 25-50 pounds
 - Be able to work in a busy environment for approximately 15 consecutive hours on Election Day
 - Be able to understand, read and speak English at an 8th grade level
 - Be able to work with multiple ballot styles in an accurate and timely fashion

Additional requirements for the Supervising Judge include:

- Transportation to pick up and drop off supplies at the Election Office



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Application for an Election Worker Position

Today's Date: _____

Name: _____ Party: _____

Street Address: _____ City: _____ Zip Code: _____

Mailing Address, if different from Street Address: _____

Daytime Phone: _(____)_____ Evening Phone: _(____)_____

Cell Phone: _(____)_____ Social Security Number (required): _____

Are you a 16 or 17 year old student? ___Yes ___No Can you work outside your own area? ___Yes ___No

Are you bi-lingual? ___Yes ___No Languages spoken fluently _____

Check the election work place(s) in which you are interested. You must be able to work all hours for each Work Place opportunity you check. Ending hours depend on voter turnout and length of time needed to complete all closing procedures. You will be contacted with more specific times and dates when you are assigned for a particular election.

<input checked="" type="checkbox"/>	Work Place	Days/Times to Work
	Advance Vote Centers ➤ Multiple Sites Available	➤ Available for most Primary and all General Elections; also some special elections ➤ 1 – 5 days the week before the election; usually includes the Saturday before the election ➤ Weekday hours are approximately 10:30 AM – 7:30 PM ➤ Saturday hours are approximately 8:30 AM – 5:30 PM
	Advance Election Board ➤ 1 Site Available	➤ 1 – 4 days, including Election Day ➤ Hours are approximately 8 AM – 7 PM before Election Day ➤ Hours are approximately 7 AM – 7:30 PM on Election Day
	Election Day Polling Places ➤ 63 Sites Available	➤ Election Day, 4:45 AM – 8 PM



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Positions are available for working at an Advance Vote Center during Early Voting, at an Election Day Polling Place, and on the Advance Election Board. Minimum pay for working an Advance Vote Center begins at \$60.00 per day; minimum pay for working an Election Day Polling Place or working the Advance Election Board begins at \$120.00 per day.

Choose 3 positions in which you are interested and able to work, and rank them (1, 2 & 3) in order of preference.

- _____ **Supervising Judge:** Be able to learn all aspects of the Advance Vote Center and/or Polling Place site, supervise and assist 2-12 clerks, assign tasks to complete opening and closing procedures, and oversee all functions of the Advance Vote Center and/or Polling Place site and handle various voting issues that may arise.
- _____ **Provisional Ballot Judge:** Determine the correct ballot style for voters whose information does not match the registration database and assist voters in completing provisional ballot procedures. Be able to read maps accurately.
- _____ **Cross-trained Clerk:** Be able to learn all aspects of the Greeter, Check-in Clerk / Computer Operator, and Machine Clerk positions to facilitate a smooth work flow throughout the day.
 - **Greeter:** Be able to direct incoming voters in a pleasant and correct manner. Be able to answer voter questions on voting procedures, show sample ballots to voters, and queue voters into lines to avoid congestion.
 - **Check-in Clerk:** (Only at Election Day Polling Places) Be able to find voter names from an alphabetic list, check voter ID when required and complete a form with a voter's assigned ballot style. Be attentive to detail.
 - **Computer Operator:** (Only at Advance Vote Centers) Be able to learn a computer-based electronic poll book, key names of voters into the computer, check voter ID when required and assign a ballot style. Be attentive to detail. Basic knowledge of computer operation is necessary, including accurate search, retrieval, and entering procedures.
 - **Machine Clerk:** Escort voters to the voting machines, set machines for correct ballot style for each voter and assist voters on use of the machine. Learn to operate voting equipment and troubleshoot basic equipment problems.
- _____ **Advance Election Board Clerk:** Be able to work multiple days, immediately before and including Election Day, opening and processing mailed-in advance ballots. Learn to operate a ballot counting machine.

All positions will participate in opening and closing procedures at the work site in addition to the tasks listed above.

I have read the Benchmarks on the first page of this application. I understand that I must attend training (usually 2 hours) prior to serving as an election worker, that I must be able to work all the hours for each day that I am assigned to work, and that ending times depend on voter turnout and length of time needed to complete all closing procedures.

Signature: _____ Date: _____