



## Utah County Poll Worker Application



If you have questions call: Utah County Poll Worker Coordinator Kristy Laxman (801) 494-2042  
Or Utah County Deputy Clerk II Kim Jackson (801) 851-8126

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

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

Email Address \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

Have you ever worked as a poll worker for Utah County? YES NO

Would you be willing to work in a voting precinct other than your own? YES NO

IF YES, how far would you be willing to travel in Utah County? \_\_\_\_\_

IF WE CAN ACCOMMODATE A REQUEST, who would you like to work with at the polling location?

For Office Use Only

Precinct \_\_\_\_\_

Voter ID \_\_\_\_\_

Party \_\_\_\_\_

Checked

Are you willing to work the following elections?

Primary: June 28, 2016 YES NO

General: November 8, 2016 YES NO

### I would be willing to serve in the following positions:

(Descriptions are on the back of this form. Please check all that apply.)

Poll Manager

Touch Screen Technician (TST)

Table Clerk (Any position at the table.)

Provisional Clerk

I would also be interested in serving as the above for early voting? YES NO

Early voting dates:

Primary: June 14 - June 24, 2016; Monday - Friday (8:00 AM - 5:00 PM) YES NO

General: October 25 - November 4, 2016; Monday - Friday (8:00 AM - 5:00 PM) YES NO

**TRAINING IS MANDATORY FOR ALL POLL WORKERS:** Training must be completed before Election Day to be able to serve.

Approximate dates for training will be, Primary Election June 1 - June 23 and Oct. 7 - Oct. 24 for the General Election. If you are interested in becoming a rover, please contact the county at (801) 851-8128.

**Important Note:** Please note that turning in this application does not guarantee a position as a poll worker. However, if you are more flexible, the chances are greater that you will be able to serve. (Please turn page over for poll worker positions information)

You may Email applications to:  
kimja@utahcounty.gov

You may Fax applications to:  
Phone: (801) 851-8122

You may Mail/Walk-in applications to:  
Utah County Elections  
100 E Center Rm 3100  
Provo UT, 84606

Online application and poll  
worker information available at  
utahelectionworker.com

### All Poll Workers:

- Must have an active email address.
- Must attend required training(s) before EACH election to be allowed to serve.
- Must be a registered voter in Utah County.
- Must have transportation to and from the county, training, and polling location.

### Poll Manager (\$225)

- Must have a cell phone (Available for calls to and from the county on the Monday before and on Election Day).
- Must have reliable transportation to pick up and drop off supplies. (Must be able to lift 20 lbs.)
- Must attend Basic and Poll Manager training. (Two 2-3 hour trainings)
- Must have general knowledge of all positions and be able to read a map.
- Responsible to arrange and oversee set up of voting machines.
- Will help the TST with the machines, reconciling, and voters as needed.
- Responsible for paperwork and closing forms.
- Will issue and reconcile all paper and provisional ballots.
- Acts as a liaison between Utah County and Voters, notifying Utah County immediately of any issues.
- Oversees polling location and handles all problems (good people skills are helpful).
- May be required to recruit poll workers to fill vacancies at their polling location.
- Responsible to ensure required equipment and ballots are returned at the end of Election Day in a timely manner (with the TST).

### Touch Screen Technician (\$225)

- Must have a cell phone (Available for calls to and from the county on the Monday before and on Election Day)
- Must be comfortable with and regularly use computers.
- Must attend Basic and TST training. (Two 2-3 hour trainings)
- Must have reliable transportation to pick up and drop off supplies. (Must be able to lift 40 pounds)
- Will be responsible to follow directions and complete set up of machines in a timely manner.
- Will complete all paperwork required to reconcile the machine votes.
- Assists voters at machine at voter's request and collect voter access cards.
- Must accept assignments from Poll Manager.
- Will deliver required voting supplies and ballots with Poll Manager at the end of Election Day.
- Be able to stand for long periods of time.
- Will notify the Poll Manager immediately of any voter issues.

### Clerks (\$150) Assignments to different clerk positions may be adjusted by Poll Manager as needed

- Must attend Basic training. (One 2-3 hour training)
- Must be able to work with others and take direction.
- Must have good communication skills with the voters and poll workers.
- Must be able to look up & verify voter's name and address in register.
- Must be able to verify voter's id.
- Will collect voter's signatures in register.
- Will collect affiliation forms if needed.
- Will record voters accurately in poll book.
- Must be able to encode a voter access card.
- Will be required to help reconcile any discrepancies with the machine count.
- Required to accept assignments from Poll Manager.
- Will give instructions to voters and answer questions.
- Will notify the Poll Manager immediately of any voter issues.

### EV Poll Workers: Clerks (\$10 per hour)      Poll Manager (\$12 per hour)

- Must attend Early Vote training. (One 2-3 hour training)
- Manager must have use of a working cell phone.
- Must comfortable with and regularly use computers. Will be responsible for taking certain items home at night.
- Oversees polling location and handles all problems. (Good people skills are helpful)
- Responsible for paperwork and closing forms
- Must communicate with Utah County Elections office about any issues that may arise and with daily tally of # voters.
- Responsible to ensure equipment and ballots are returned at the end of the Early Vote period.