

EARN EXTRA INCOME AS A POLL WORKER!

Steps to follow to become a poll worker in Sebastian County, Arkansas



Commonly asked questions about becoming a poll worker

Q. What are the steps necessary to become a poll worker?

A. First, you must be a registered voter in Sebastian County. Voter registration forms are available at the Sebastian County Clerk's office in Fort Smith (telephone 479-782-5065) or Greenwood (telephone 479-996-4195).
Second, there is a poll worker information form you must complete and return to the Sebastian County Election Commission (jhuff@co.sebastian.ar.us or fax: 479-784-1571).
Third, you must attend a training session that makes you eligible for placement as a worker for future elections.

Q. What are the different poll worker positions?

A. The judge is in charge of the polling place and has additional responsibilities, including checking election supplies, inspecting the polling site and delivering ballots and materials to the courthouse election night. The judge also greets and assists voters and maintains order at the polling place. Election clerks work the voter list, check identification and distribute ballots.

Q. What is the pay for poll workers?

A. The current rate of pay for poll workers is \$75 per election. Poll workers who complete a two-hour training session prior to an election receive an additional \$25.

Q. What are the hours?

A. Workers must be at their assigned polling place no later than 7 a.m. on election day in order to open the polls at 7:30 a.m. The day ends after 7:30 p.m. when all voters in line have cast ballots and all election material processed.

Q. Is one training session all that is required?

A. No. All poll workers are required to attend training before primary elections (every other year). Poll worker judges are asked to attend training prior to each election. Refresher and special training course are conducted on an as-needed basis (for example, when new voting equipment is introduced).

Q. What happens after I've attended the initial training session?

A. Your name is entered into the active list of poll workers. Prior to each election, poll worker callers contact enough workers for each polling site. Workers are assigned to polling places at the same ratio as representation on the election commission. The ratio is two majority party members (Democrats) to one minority party member (Republican).

Q. If I've been a poll worker in another county or state, do I have to attend training?

A. Yes, your attendance at training is what adds your name to the list of active poll workers.

Q. How do I obtain a poll worker information sheet?

A. Poll worker information sheets may be obtained by placing your cursor on the poll worker information form link and hitting enter (**insert link to form**).

Q. Am I automatically assigned to work at the polls after I complete training?

A. No, different elections require different numbers of poll workers so it is not possible to use all trained workers every time. If an assigned poll worker becomes ill or is unable to work an election, an alternate is chosen from the list of trained workers.

Q. Are there any other jobs available with the Election Commission?

A. Yes, the election commission has several different types of jobs available, all part-time. Three warehouse workers pack supplies before each election, receive the supplies from the polling places at each courthouse on election night and unpack the supplies after each election. Trouble shooters -- the number depends on the size of the election -- work each election day and are responsible for repairing voting equipment at the polling sites. Truck drivers -- again, the number depends on the size of the election -- deliver voting equipment and supplies to polling places prior to each election and pick up the equipment the day after an election. Each of these jobs pays \$10 an hour. Please call the election commission office at 462-7834 for more information.