

DSW EMPLOYEE ELECTION WORKER

MAKE A DIFFERENCE IN L.A. COUNTY

Earn your regular salary **PLUS**



ROLES/ RESPONSIBILITIES/ SKILLS:

VOTE CENTER LEAD:

Oversees all activities at the vote center including opening / closing, addressing questions/issues, delivering ballots to Check-in-Centers daily, assigning Clerk positions, and setting breaks schedules.

VOTE CENTER ASSISTANT LEAD:

Assist with opening / closing voter center, processing voters throughout the day, answering questions, accompanying Vote Center Lead to deliver ballots to Check-in-Centers daily, shadow Lead duties and assume Lead role in the absence of the Vote Center Lead.

Skills Required:

Strong communication, customer service, leadership and basic computer skills.

CLERK:

Assist with opening / closing voter center, processing voters throughout the day and answers voter questions.

Skills Required:

Good communication, customer service and basic computer skills.

** All roles may require extensive periods of standing and some moderate lifting. Bilingual speakers are highly desired.*

COMPENSATION:

DSW Election Workers will receive regular pay, **PLUS** overtime or compensatory time for hours worked beyond normal workdays / workweek.

REGISTRATION:

Complete an online registration form. The link to register will be provided by your department.

ELECTION ASSIGNMENT:

You will be assigned to a location near your home, office or (if willing) anywhere in Los Angeles County, as needed.

REQUIREMENTS:

DSW Election workers must attend in-person training and complete on-line training during regular work hours.

VOTE CENTER LEAD & VOTE CENTER ASSISTANT LEAD: **Training**

- Attend a 2-day (8 hours per day) in-person training
- Complete a 3-hour online training (must complete prior to attending in-person training)
- Complete a 3-hour pre-check of assigned vote center on Thursday, 10/29 to ensure all equipment is set up and functional and to check election supplies.

CLERK: **Training**

- Attend a 5-hour in-person training
- Complete a 3-hour online training (must complete prior to attending in-person training)

WORK DAYS AND HOURS:

DSW Election workers serve for 5 consecutive days

- Early Voting: Friday, October 30 – Monday, November 2
- Election Day: Tuesday, November 3

Vote Center Lead/ Assistant Vote Center Lead Hours:

Weekdays & Weekend
9:00 am – 9:00 pm
(Early Voting Hours: 10am-7pm)

Tuesday, Election Day
6:00 am – 10:00 pm (approx.)
(Voting Hours: 7am-8pm)

Clerk Hours:

Weekdays & Weekend
9:00 am – 8:00 pm
(Early Voting Hours: 10am-7pm)

Tuesday, Election Day
6:00 am – 9:00 pm (approx.)
(Voting Hours: 7am-8pm)