



# City of Tucson



*The City of Tucson  
needs your Help!*

*Become an Elections Worker for  
Voting Locations or Ballot Boards*



*Primary Election—August 27, 2019  
General Election—November 5, 2019*

### VOTING LOCATION

#### REQUIREMENTS:

- ★ Must reside in the City of Tucson and be a registered voter at least 29 days prior to the Election.
- ★ Must be affiliated with a Major Party (DEM or REP) and work closely with opposing Party.
- ★ Must have transportation to and from the voting location.
- ★ Must have legible handwriting.
- ★ Must have knowledge of and be comfortable working on computers.

#### DUTIES:

- ★ Visit assigned voting location to become familiar with the facility.
- ★ Prepare Voting Location for Election Day.
- ★ Assist voters with the Election process.
- ★ Close voting location and deliver voted ballots to receiving center.

#### TRAINING:

- ★ Mandatory instruction class 1-2 weeks before each Election. Class is approximately 2 hours long.

#### HOURS:

- ★ Arrive on Election Day at 5:00 a.m. to assigned location and stay until approximately 8:00 p.m. or until all tasks are complete.

### BALLOT BOARDS

#### REQUIREMENTS:

- ★ Must reside in the City of Tucson and be a registered voter at least 29 days prior to the Election.
- ★ Must be affiliated with a Major Party (DEM or REP) and work closely with opposing Party.
- ★ Must be dependable, have legible handwriting and be able to count accurately.
- ★ Must adhere to confidentiality of Election material and occasionally work long hours.

#### DUTIES:

- ★ Verify, process and count Election Affidavits.
- ★ Verify and calculate numbers of Ballots for tabulation.

#### TRAINING:

- ★ Mandatory training right before the start of the Ballot Board process.

#### HOURS:

- ★ Dates/Times depend on when ballots are received and ready to

### HOW TO APPLY

Due to the Vote by Mail process, there will be a limited number of Positions available for hire.

If you are interested in serving as an Elections Board Worker or Voting Location Worker, you can apply one of three ways:

#### On-line at:

[www.tucsonaz.gov/clerks/elections](http://www.tucsonaz.gov/clerks/elections)

#### Send E-mail to:

[cityclerk@tucsonaz.gov](mailto:cityclerk@tucsonaz.gov)

Include your name, address, zip code, and phone number. Also Indicate whether you are available to work the Primary Election on August 27th, the General Election on November 5th, or both.

#### Call:

City Clerk's Office at 791-4213.

#### Deadline to apply is:

July 31, 2019

**Spanish Speaking Poll Workers needed!**