

APPLICATION FOR ASSISTANTS

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL: _____

DATE OF BIRTH: _____

SOCIAL SECURITY # _____

DO YOU SPEAK MORE THAN ONE LANGUAGE? _____

ARE YOU COMFORTABLE WITH COMPUTERS? _____

PLEASE DESCRIBE ANY SKILLS OR EXPERIENCE YOU MAY HAVE THAT WOULD RELATE TO ELECTIONS OR COMPUTER EXPERIENCE:

IS THERE A SPECIFIC POSITION THAT YOU WOULD BE INTERESTED IN? (SEE DESCRIPTIONS ON OTHER SIDE.)

PLEASE MAIL OR DELIVER THIS TO THE BOARD OF ELECTIONS AT: 83 SPRING STREET, SUITE 305 NEWTON, NJ 07860.

SUSSEX COUNTY ELECTION ASSISTANT APPLICATION

**These positions are perfect for parents,
students or retirees!**



MARGARET MCCABE
ADMINISTRATOR

BOARD OF ELECTIONS
83 SPRING STREET, SUITE 305
NEWTON, NJ 07860
(973) 579-0950 Tel.
(973) 579-0955 Fax.
mmccabe@sussex.nj.us

Thank you for your interest in being a Sussex County election worker!

There are many positions available working at the County Board of Elections on and before the elections. Due to the nature of elections the positions are, of course, temporary but very flexible. Most of the positions are evenings but some are days. We do require that you are a Sussex County resident at least 18 or older.

Election Assistants:

About two weeks before each election we have the huge responsibility of preparing, testing, certifying and packing more than 350 voting machines. We always welcome an extra computer literate hand to help us out. Pay begins at \$10 an hour. You must be able to multitask and have a flexible schedule, but the work environment is casual!

Election Technicians: If you are a people person this is a job for you!

Election technicians require some experience with computers and will be trained to help pollworkers with machine related problems on election days. Each technician has a route and will be out for most of the day just checking polling places to ensure that everything is 'ok'. We do require that you attend a training course before you work and a refresher before each election. The Election Day is long but there will be a number of breaks throughout the day and you will have the opportunity to work close to your home, if possible. Pay begins at \$200 a day for regular elections, and we reimburse for mileage.

Help Line Operators:

Help Line Operators assist us on election days by answering pollworker questions and dispatching technicians to where they are needed. You would be working in Newton at the Board of Elections for most of the day. We prefer to use people who are experienced with the voting system but will make the exception for a quick learner. Pay begins at \$200 a day for regular elections.

Print Total Team Members:

Every election we need people to assist us by printing off totals from the voting districts. Hours begin at 7:30 pm and last until about 11:00 pm. Pay would be \$50 for just a few hours of your time. The only requirement is attention to detail, but a minimal amount of computer experience is always helpful.

Warehouse Assistants:

We are always looking for a few hard working men or women to be Warehouse Assistants. You would work alone or in groups helping us unpack voting equipment. This position is perfect for students or people who can work quickly and lift at least 30lbs. Pay is \$50 for the evening and work begins at 8:00 pm. All machines are usually unpacked by 11:00 pm, but you could be finished as early as 10:30 pm!