



Election Officer Profile

Thanks for your interest in working at the polls! Please complete the information below and return to the Town Clerk's Office. Please print neatly.

Name: _____

Voting Address in Massachusetts: _____

Mailing Address if different: _____

Political Party (or unenrolled): _____

Phone number: _____

Email address that you check regularly: _____

Have you worked at elections in the past? YES ___ (Where? _____) NO ___

I would be interested in working as a (check all that apply; note that afternoon hours are approximate and depend on the election):

Morning Shift: 6:00am – 1:30pm **Checker** ___ **Inspector** ___ **Greeter** ___

Afternoon Shift: 1:15pm – 9:00pm **Checker** ___ **Inspector** ___ **Greeter** ___

Full day **Checker** ___ **Inspector** ___ **Greeter** ___

Closing 8:00pm – 9:00pm **Closer** ___

Will you be volunteering your time? Yes ___ No ___ I wish to be paid (pay is \$8.00 per hour [\$9 per hour for Closers] and annual earnings above \$600 must be taxed.)

Positions are described on the next page

Signature: _____ Today's Date: _____

Thank you for your willingness to serve the Town of Westford!

All election workers are required to have excellent communication skills. You represent the Town of Westford and should be professional when interacting with voters, other election officials, and the general public. Training sessions are offered at least once a year. Training is required for New Election officers.

ELECTION WARDEN

Supervision of election precinct, oversees election officers' performance, and maintains order. Ensures adherence to the election procedures and compliance with state election laws. The warden works under direct supervision of Town Clerk's Office, but must be able to take initiative and work independently. The warden maintains a professional, calm demeanor, which may be challenging while working to resolve multiple voter issues. The ability to exercise diplomacy and tactfulness are an absolute must. Strong hearing; ability to stand, walk, stoop, reach, and lift; close vision and focus adjustment required.

PRECINCT CLERK

Performs record keeping of all facts relating to the election. Tallies and confirms election results. Assists Warden with general election duties. The clerk works under the direct supervision of the warden and Town Clerk's Office. Proficiency in math and strong attention to detail with completing forms and following explicit instructions are necessary. The ability to exercise diplomacy and assist voters with professional demeanor are an absolute must. Strong hearing; ability to stand, walk, stoop, reach, and lift; close vision and focus adjustment required.

CHECKERS (CHECK IN or CHECK OUT)

Check in and check out voters. Tabulate votes. Works under the supervision of the warden and clerk. Extensive contact with the voters. Unusual problems are brought to the attention of the warden and/or clerk. Ability to maintain a professional, calm demeanor is essential. Basic math skills and strong interpersonal skills are required. Specific vision abilities include close vision and the ability to adjust focus. Attention to detail. Ability to execute strong hearing and listening is essential. The Checker must be able to vocalize and enunciate; speaking loudly and clearly for their entire shift.

INSPECTOR

Supervises the ballot box, assists voters with casting their ballots, ensures ballots are properly read by the voting machine, and supervises voted ballots removed from the ballot box. Works under the supervision of the warden and clerk. Extensive contact with the voters. Strong interpersonal skills are required. Specific vision abilities include close vision, ability to read an LCD display, and to adjust focus. The box attendant must stand during their shift and be able to speak loudly and clearly in order to properly instruct voters.

GREETER (for double elections and when high turnout is anticipated)

The greeter is the face of the precinct; she/he directs voters to the appropriate voting locations and answers general election questions. Works under the supervision of the warden and clerk. The greeter must be able to research voters by name and address on a printed list. Greeter must be able to read small print and adjust focus. The greeter may be seated or standing during their shift and needs to communicate effectively in order to properly instruct voters.