

## Job Descriptions

### Judge of Election

1. Term of Office: An elected position for a term of four years. If a vacancy occurs during the term of office, an eligible individual may petition the court for appointment to fill the unexpired term. In the event of a vacancy due to resignation, retirement or other reason, the Board of Elections will find substitutes and appoint the substitutes five days prior to an election.

2. Chester County Board of Elections. Implement Policies & Procedures of Chester County Board of Elections for Primary and Election Day that implement State Law.

3. Training: Attend a Chester County Board of Elections training session, prior to each Election.

4. Preparation:

- Contact & confirm an appropriate number of Poll Workers at least thirty days prior to a Primary or Election to ensure sufficient staffing based on polling location and voter registrations.
- Contact the polling location at least fourteen days prior to a Primary or Election to arrange a mutually convenient time to access the polling area for site preparation & Election Day morning.
- Pick-up Primary or Election Day supplies during designated time slot at the Election office, 601 Westtown Rd., West Chester, Pa and store the supplies in a secure, safe place until Primary or Election

5. Primary or Election Day

- Be at their assigned polling place no later than 6:30am on Election Day, as required by State Law.
- Administer the Oath of Office to Poll Workers after sworn in by the Minority Inspector. Ensure all copies signed.
- Assign tasks to Poll Workers:
  - Registration table: Poll Books signed by voter, clerk initials & notates ballot number. Numbered List of Voters maintained, each voter listed by name with ballot number.
  - Ballot distribution
  - Machine Operator
  - Voter processing duties as necessary; examples include but not limited to the following: All affidavits/directions provided in Poll Book completed by J.O.E. prior to issuing each voter a ballot. Provisional ballots properly issued, mail-in/absentee ballots

surrendered. Ballots spoiled and reissued. Verify information with Voter Services, as necessary.

- Ensure all qualified voters can have the opportunity to cast ballots until 8:00pm.
- Direct the flow of voters, answer questions and general oversight of the voting area.
- Prohibit the posting or distributing of any partisan material inside the polling place. Voters may wear partisan clothing (hats & shirts), as well as stickers and buttons inside the polling place, but they may NOT campaign for candidates inside the polling place.
- After the official close of polls, and with the assistance of other Poll Workers: tally ballots cast, ensure all required documents are signed, dismantle and secure voting equipment, and return room to original status.

#### 6. Responsibilities upon Closing of Polling Locations:

- Set-up, operation and closing of the polling place
- Compliance with election law concerning postings and voter processing
- Delivery of completed returns to a designated location at the end of the day

7. Emergency Procedures: Although personal safety comes first, in the event of an emergency evacuation, the numbered list of voters, poll books and provisional ballots should be taken when the evacuation of a polling place due to an emergency is required. When returning, the first thing that must be done before reopening the polling place is to verify the number of votes cast on each scanner matches the numbered list of voters. Call the Elections office in the event of emergency, for additional support and instructions.

### **Majority Inspector**

1. Term of Office: An elected position for a term of four years. If a vacancy occurs during the term of office, an eligible individual may petition the court for appointment to fill the unexpired term. In the event of a vacancy due to resignation, retirement or other reason, the Board of Elections will find substitutes and appoint the substitutes five days prior to an election.

#### 2. Responsibilities:

- Performs duties as assigned by the Judge of Election.
- Attend a County Board of Elections training session, prior to each Election.
- Assist with setting up the polling place the Monday before an election.
- Assume role of Judge of Election in the event of vacancy.

- May appoint one clerk, in the event of a vacancy.

**Minority Inspector**

1. Term of Office: An elected position for a term of four years. If a vacancy occurs during the term of office, an eligible individual may petition the court for appointment to fill the unexpired term. In the event of a vacancy due to resignation, retirement or other reason, the Board of Elections will find substitutes and appoint the substitutes five days prior to an election.

2. Responsibilities:

- Perform duties as assigned by Judge of Election.
- Attend a County Board of Elections training session, prior to each Election.
- Assist with setting up the polling place the Monday before an election, where applicable.
- Retain Envelope B, which contains a set of the election returns, for a period of one year.
- Administer the Oath of Office to the Judge of Election on Election Day prior to polls opening, J.O.E then able to administer Oath of Office to all others present.
- Accompany Judge of Elections to Elections office when returns are delivered at the end of the night.
- May appoint one clerk, in the event of a vacancy.

**Requirements:**

Must be at least 18 years of age.

Must be a registered voter in Chester County\*.

\*Candidates for the position of Judge of Election and Inspector of Election must be registered to vote in the precinct where they seek to be elected.

**Compensation:**

Judge of Elections	\$120.00 (plus \$10.00 for training) (plus \$20.00 for return of results)
Majority Inspector	\$114.00 (plus \$10.00 for training)
Minority Inspector	\$114.00 (plus \$10.00 for training) (plus \$20.00 for return of results) *
Clerk Full Day	\$114.00 (plus \$10.00 for training)
Half Day Clerk	\$57.00 (plus \$10.00 for training)
	Person who picks up supplies

will also be compensated

**Time Investment:**

- Training session (prior to each Election).
  - JOE Pick up supplies at Voter Services (GSC) West Chester
- Monday before or prior to 6:30am Election Day      -Judge and board members set up polling place.
- Election Day 6 AM until Polls Close      -This entails staying at the polling place until all tasks are completed; machines are powered off & locked down, and, for the Judge (and possibly \* Minority Inspector), the delivery of the returns.

**Disqualifications for Service as an Election Officer Per Pennsylvania Constitution Article VII Elections:**

No person shall be qualified to serve as an election officer who shall hold, or shall within two months have held any office, appointment or employment in or under the government of the United States, or this State, or of any city, or county, or of any municipal board, commission or trust in any city, save only notaries public and persons in the National Guard or in a reserve component of the armed forces of the United States; nor shall any election officer be eligible to any civil office to be filled at an election at which he shall serve, save only to such subordinate municipal or local offices, below the grade of the city or county offices, as shall be designated by general law.