



Shasta County Registrar of Voters

Poll Worker Duties

Poll Workers ensure the conduct of fair and accurate elections. The following duties outline the various tasks and logistical support that they provide while facilitating their Polling Site.

INSPECTOR

Each Precinct Board is lead by an Inspector. Inspectors ensure that all Election Day codes and procedures are followed. They are responsible for obtaining all supplies and ballots for their Polling Site. Inspectors must have reliable transportation that can viably accommodate the transportation of Election Day supplies and equipment (mileage reimbursed by the county).

Inspector duties include:

- Attend the in-class Poll Worker Training
- Pick-up Election Day supplies and ballots
- Review all supplies and confirm receipt of all required materials
- Contact all members of their Precinct Board to confirm participation
- Contact their appointed Polling Site to secure access to the facility
- Coordinate with the Precinct Board to assign specific tasks to Clerks as well as schedule all meal breaks
- Supervise Clerks and enforce election codes
- Perform complex tasks including the issuance of provisional ballots, maintaining the electronic voting equipment and safeguarding the ballot box and equipment
- Lead balancing procedures and general clean-up of the Polling Site before departing
- Return all supplies and ballots to the Registrar of Voter's Office on election night (accompanied by either their Assistant Inspector or one Clerk).

CLERK

Each Precinct Board includes three or more Clerks depending on the size of the Precinct. A Student Poll Worker may serve as a Clerk as well. Clerks help in the set-up and break-down of their Polling Site on Election Day. Clerks assist voters in receiving and casting their ballots. Clerks must have reliable transportation in order to attend their mandatory training session and fulfill their duties on Election Day.

Clerk duties include:

- Attend the in-class Poll Worker Training
- Welcoming voters and locating them on the Master Roster to verify voter eligibility
- Obtain voter signatures/addresses and maintain the Tally Sheet
- Complete balancing procedures and general clean-up of the Polling Site before departing.
- If requested, accompany the Inspector in returning all supplies and ballots to the Registrar of Voter's Office on election night (only one clerk is required for this procedure).