



LAKE COUNTY BOARD OF ELECTIONS AND REGISTRATION

POLL WORKER F.A.Q.

1. What do poll workers do?

Poll workers process the voters, on a precinct level, on Election Day. There are three main roles: (1) Inspector, (2) Judge, and (3) Clerk.

- Inspector – Picks up election supplies, oversees the precinct, administers the oath, returns election supplies when the polls close.
- Judge – Assists the inspector in making decisions, sets up and provides instructions to all voters on how to use the voting machines, Republican judge returns supplies with inspector (they do not have to ride in same vehicle).
- Clerk – Asks voters to provide photo ID and processes voters on the PollPad

2. Who can be a poll worker?

Poll workers are nominated by the county chairpersons of the two major political parties. Poll workers must be voters of the county. Students, 16 or 17 years of age, may serve as poll workers with a completed student form and permission signatures. Please refer to the Election Day Handbook for further qualifications.

3. Who sets up the poll location?

The Inspector calls all of the workers listed in the inspector kit to invite them to assist and observe in the set up of the poll location which is typically done on Monday before the election. There **MUST** be a bipartisan team in order to open the voting machine to compare the ballot on Monday night. **EPoll Book/Poll Pad MUST NOT BE OPENED UNTIL ELECTION DAY!**

4. Can I leave the poll location on Election Day?

No. Poll Workers must remain in the polling location for the day. Please make arrangements for your meals and whatever you may need for the entire day.

(SEE REVERSE)

5. Who do I call if there is a problem?

Call the Lake County Board of Elections Office at (219) 755-3795 for further instructions. For voting machine Issues, please contact your closest mechanic on the Mechanic List in the Inspector Kit.

6. Who can enter the poll location?

The voters (only when they are voting), minor children accompanying the voter, poll workers, and those with written and signed credentials are allowed. Precinct commiteepersons without credentials are not allowed in the poll location unless they are voting.

7. How many copies of the tally sheets (receipts) are printed and where do they go?

Three copies of the vote totals are printed after the close of the polls (**remember, one red tally card for each machine**). The original copy must be printed to be returned with the election supplies to the LCBER, one copy is for the Democrats, and one copy is for the Republicans. **THIS IS PART OF OUR PAPER TRAIL, DO NOT REFUSE TO PRINT COPIES OR GIVE TO BOTH PARTIES!**

8. How much do poll workers get paid and when do I get paid (meal allowance included)?

- Inspectors (democrat pursuant to statute) \$210 + \$30 Training
- Judges \$145 + \$30 Training

(Opposite party Judge receives \$25 additional if they return the equipment with the Inspector)

- Clerks \$145 + \$30 Training

- Poll worker paychecks will be processed by the Auditor's office and are generally delivered via USPS six weeks after the election.

9. How important are poll workers?

They are the front line defenders of the electoral process on Election Day. This is one of the most important jobs during the election and quite simply, we could not process an election without this valuable part of the Election Day team!!

Thank you for your service!

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