



ELECTION WORKER PROFILE

Please print neatly and provide all the information requested.
Thank you.

Administrative Use

Voting Precinct _____

Account # _____

Voter ID # _____

First Name: _____
(Please Print Neatly)

Last Name: _____
(Please Print Neatly)

Are you over 18 years of age? YES NO Are you registered to vote? YES NO

I am a registered: Unenrolled Democrat Republican Other

ADDRESS: _____

Mailing Address (if different): _____

E-mail: _____

Cell phone: _____ Alternate phone: _____

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

What is your work experience including current employment, if any?

How did you hear about us? _____

I would like to be considered for: (please check box below)

Both Shifts (6:00 a.m. to close) - this is the most fun and most needed!

Morning shift (6:00 am – 2:00 pm)

Evening shift (1:45 pm – close)

I am interested in training for the following position(s)
(see reverse for descriptions and check all that apply):

Warden Clerk Checker (check-in) Greeter

Ballot Box Attendant Deputy Warden/Deputy Clerk (MUST WORK ENTIRE DAY)

Do you wish to be compensated? YES NO, I'm in the tax rebate program or volunteering

Signature: _____ Date: _____

*Dates and times of mandatory trainings for all election workers will be announced prior to the election.
You must attend or complete our online training in order to be eligible to work at the election.*

All election workers are required to have excellent communication skills. You represent the Town of Chelmsford and must be polite and professional when interacting with voters, other election officials, and the general public.

PRECINCT WARDEN

Supervision of election precinct, oversees election officers' performance, and maintains a welcoming environment. 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 positive, professional, and 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, lift and carry election equipment/items; close vision and focus adjustment required. Accessibility via a cell phone is 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 a courteous, professional demeanor is an absolute necessity. Must write neatly and record events clearly. Strong hearing; ability to stand, walk, stoop, reach, and lift; close vision and focus adjustment required.

DEPUTY WARDEN/CLERK

Performs all the duties of the warden or clerk when she/he is absent from the precinct. The deputy warden/clerk assists in supervising the election precinct, overseeing election officers' performance, and accurately recording election records/results. The deputy warden/clerk works alongside the warden under direct supervision of Town Clerk's Office. Requires an energetic, professional, and confident demeanor. Ability to exercise judgment in applying state election laws and following protocols is a must. Strong hearing; ability to stand, walk, stoop, reach, lift and carry election equipment/items; close vision and focus adjustment required.

CHECKERS (CHECK IN)

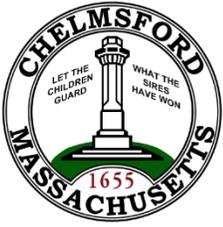
Check in voters. Tabulate votes. Works under the supervision of the warden and clerk. Extensive contact with the voters. Ability to maintain a welcoming, professional, and calm demeanor is essential. Basic math skills and strong interpersonal skills are required. Must be able to recognize unusual circumstances to politely direct voters to the warden and/or clerk and follow explicit instructions. 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.

BALLOT BOX ATTENDANT

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 be able to stand to greet voters and speak loudly and clearly in order to properly instruct voters.

GREETER

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. Greeter must be able to read small print and adjust focus. The greeter may be seated or stand during their shift and needs to communicate effectively in order to properly instruct voters.



Town of Chelmsford
50 Billerica Road
Chelmsford, MA 01824

Phone (978) 250.5205
FAX (978) 250.5252

Office of the Town Clerk

townclerk@chelmsfordma.gov

Patricia E. Dzuris, CMC, CMMC *Town Clerk*
Pamela M. Gilchrest, *Special Services Coordinator*

Maria T. Vasquez, *Assistant Town Clerk*
Harrison C. Mayotte, *Departmental Support Coordinator*

ELECTION STAFF POLICY - CAMPAIGN ACTIVITY AND WORKING AN ELECTION

Chelmsford election staff are dedicated, skilled, considerate, and well-trained. Their professional efforts boost voter confidence in our elections, increase voter participation, and enable every registered voter to cast a ballot and have their votes count. Election staff will perform the work to the best of their ability and understanding, regardless of personal feelings about a political party, a candidate, or ballot question.

Occasionally, an election staff member may run for office, be closely associated with a candidate for office, or take a particularly active and public position on a ballot question or a candidacy in an election. As described below, the election staff member participation in the specific election will be restricted.

1. A Chelmsford election staff member who is, or whose household member is, running for any Town-wide position may not work the election. M.G.L. c. 51, § 1.
2. A Chelmsford election staff member who is, or whose household member is, running for Town Meeting may work the election in any precinct other than the one they or their household member would be elected to represent. M.G.L. c. 51, § 1.
3. Election staff members may not work an election in the event that the election staff member:
 - a. Hosts a fundraiser or event, or serves on a host committee for a fundraiser or event, for or against a particular ballot question or candidate;
 - b. Holds signs or knocks on doors for a candidate or ballot question position;
 - c. Serves on a political, ballot, finance, or other similar committee for or against a particular ballot question or candidate;
 - d. Sends letters or postcards, under the election staff members name, to friends or residents endorsing or opposing a candidate or ballot question.

The effectiveness of this policy depends upon self-reporting by election staff members. Election staff are asked to provide this information to the Town Clerk when responding to a request to work so the worker may be assigned appropriately or placed on the Inactive list for the specified election.

Any election staff member placed on the Inactive List for a particular election will be returned to the Active List for future elections.

Please note that this policy is not meant to restrict Election Staff members from organizing non-partisan events such as candidate forums, from voicing views on particular ballot questions or candidates, or from donating to ballot committees or candidates.

As a general reminder, Election Workers are required to remain neutral at all times while at the polls, regardless of comments or opinions expressed by voters. Maintaining impartiality is essential to ensuring a fair and unbiased election process.

Please do not hesitate to reach out to our office with any questions or concerns.