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Elections Support Worker

JOB CODE	JOB FAMILY	PROFILE
JCV126	**Elections**	**Elections Support Worker**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**July 8, 2026**

The Elections Support Worker assists with the setup, execution, and breakdown of election operations before, during, and after Election Day. This position performs a variety of tasks to support polling locations, voters, and election staff in accordance with state and county procedures. Work includes attending required training, supporting assigned election functions, and providing excellent customer service to the public.

Job Description

DUTIES AND RESPONSIBILITIES

- Report for duty by 6:00 a.m. on Election Day and remain until all assigned tasks are completed.
- Work assigned shifts during the three to four weeks prior to Election Day (Monday, Wednesday, Friday or Tuesday, Thursday; and Saturdays from 7:00 a.m. to 8:00 p.m.).
- Perform a variety of election-related tasks based on position assignment; on-the-job training is provided.
- Attend a required 4- to 8-hour training session before the election and participate in additional on-the-job training as needed.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

- Employee must be able to work flexible schedule and/or long hours, to include weekends and evenings.

WORKING CONDITIONS

- All essential duties are primarily performed indoors.
- Duties are typically performed in a temperature-controlled environment.
- Duties are typically performed on an even surface, which may be carpeted or tile.
- Working surface is typically dry.
- Worker often works alone both with or without directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.