



CONTRA COSTA COUNTY ELECTION OFFICER APPLICATION



PHONE: 925-335-7873

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www.cocovote.us

I am a Registered Voter of California and would like to be placed on a list of potential Election Officers.

Contact Information (please print clearly):

Name:			
Residence Address:			
City:		Zip Code:	
Date of Birth:			
Mailing Address:			
City:		Zip Code:	
Home Phone:	()	Cellular Phone:	()

I am interested in the following volunteer position(see reverse for details):

- Inspector (In charge at the precinct level) Hours 6:00 A.M. to 9:00 P.M. Stipend: \$100.00
- Clerk (Assists Inspector, performs duties assigned) Hours 6:00 A.M. to 9:00 P.M. Stipend: \$80.00

I am willing to volunteer in the following areas of the county (check the area, or circle a particular city):

- Central County: Clayton, Concord, Martinez, Pacheco, Pleasant Hill, Walnut Creek
- East County: Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen, Oakley, Pittsburg
- Lamorinda: Lafayette, Moraga, Orinda
- South County: Alamo, Danville, Diablo, San Ramon
- West County: Crockett, El Sobrante, El Cerrito, Hercules, Kensington, Pinole, Richmond, Rodeo, San Pablo

I prefer to volunteer at the following polling place: _____
 I am willing to volunteer _____ miles from my home.

Language Assessment:

Contra Costa County is a Bilingual County (English/Spanish). Federal law requires Contra Costa County Elections Division to provide Spanish language assistance at certain polling places [EC12303(b)]. Qualified Bilingual Election Officers that serve on election day will receive an additional \$10.00 added to their stipend. All Election Officers must be able to read and write English [EC 12303(a)].

Are you fluent in both English and Spanish? Yes No

If you are fluent in both English and Spanish, please translate the following sentences:

Spanish: "Buenos dias, señora. ¿Me puede dar su nombre y dirección, por favor?"

English Translation: _____

English: "There is a message about your ballot. Would you like me to explain it?"

Spanish Translation: _____

Please consider the following before submitting your name for consideration as an Election Officer in Contra Costa County:

1. Must be physically and mentally able to perform and complete the assigned tasks:
 - a. Be able to "work" in a busy and stressful environment for 14+ hours.
 - b. Be in good physical condition that allows sitting and/or standing for long periods of time.
 - c. Be able to follow instructions and not deviate from them.
 - d. Be able to lift 25 - 50 pounds.
2. Must attend an Election Officer Training Class prior to serving as an Election Officer.
3. Must be of good repute, character, and have never been convicted of any election offense or fraud.

Signature: _____ **Date:** _____

Please return completed application to:
 CONTRA COSTA COUNTY ELECTIONS DIVISION
 555 ESCOBAR ST., MARTINEZ, CA 94553
 Or Fax to: 925-335-7839

CONTRA COSTA COUNTY ELECTIONS DIVISION

Election Officer Information Sheet

INSPECTOR	Stipend: \$100.00 for service, \$30.00 for each training class, \$15.00 for supply box pickup. Hours: From 6:00 am until the closing procedures are finished (approximately 9:00 pm). Duties: Picking up Election Supplies, verifying the contents, and getting them to the Polling Place. Calling the assigned Polling Place to secure access to the facility. Calling board members to confirm their appointment and availability. Supervising the Clerks and ensuring that election guidelines are followed at the precinct level. Ensuring that the supply box and ballots are delivered to the Depot at the close of the election.
	Training: Inspectors MUST attend an Election Officer Procedure Class that is approximately two hours long. Classes are by appointment only and are held at our Martinez Training Facility. You must serve Election Day to receive the stipend for attending this class. Inspectors are required to be certified in the operation of the Ballot Scanner and AutoMARK that are now used in Contra Costa County. Equipment Certification is valid for two years.
CLERK	Stipend: \$80.00 for service, \$20.00 for training classes. Hours: From 6:00 am until the closing procedures are finished (approximately 9:00 pm). Duties: Assist the inspector in all aspects of the election process at the precinct level, including setting up of the polling place, distributing ballots, and accurately accounting for ballots issued.
	Training: It is now required that all Clerks attend Election Officer Procedure Class. The class is approximately two hours long. Classes are by appointment only and are held throughout the County at various times and locations. You must serve Election Day to receive the stipend for attending this class. Clerks are highly recommended to attend training on the Ballot Scanner and AutoMARK. Equipment Certification is valid for two years.
ADDITIONAL DUTIES	Depot Duties: Two Election Officers will be responsible for taking the ballots and materials to an assigned Depot after the close of the polls. The Inspector should be one of the two, but he or she may assign two Clerks to this duty. The Driver will receive an additional \$10.00, the Rider will receive \$5.00.
	Cell Phone Usage: If an Election Officer provides the use of a personal cell phone for Election Day he/she will receive an additional \$10.00 added to their stipend. If no one on the board has a cell phone available the Elections Division will supply one for use on Election Day for Election Office business.
NOTIFICATION & PAYROLL	Appointment Letters: If you are selected to serve as an Election Officer you will receive an appointment letter by mail approximately one month prior to the election. If you are not selected in the initial appointments you may still be appointed as a replacement for an Election Officer that cancels. Cancellations can only be made by verbal contact with the Elections Division, Election Officer Recruitment Section at 925-335-7873. Please make yourself available up to the day of the election.
	Election Payroll: Board Members will receive their election stipend (including additional stipends for cell phones, depot duties, and training classes) between six to eight weeks after the election in which they served.
ELECTION OFFICER CODE OF CONDUCT	<p style="text-align: center;">As an Election Officer you are expected to comply with the following:</p> <ol style="list-style-type: none"> 1. Attending a training class <u>each</u> election is mandatory. 2. Election Officers must arrive on time to their Election Day assignments. 3. Election Officers must follow proper election procedures as instructed by the Elections Division during the training class. 4. Election Officers must perform Election Day duties with respect and courtesy, including interactions with voters and fellow volunteers. 5. Election Officers must complete all duties as instructed by the Elections Division before leaving their Election Day Assignment. 6. Election Officers are not allowed to work while under the influence of drugs or alcohol. 7. All information provided to the Elections Division must be true and accurate to the best of an Election Officer's knowledge. <p style="text-align: center;">Failure to comply with any of these guidelines is grounds for permanent ineligibility to serve as an Election Officer in Contra Costa County.</p>