



# Election Officer Application for Appointment

**Thanks for your interest in working at the polls! Please complete the information below and return to the Town Clerk's Office. Please print neatly.**

Name: \_\_\_\_\_

Voting Address in Massachusetts: \_\_\_\_\_

Political Party (or unenrolled): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address (only if you check it daily): \_\_\_\_\_

Have you worked at elections in the past? YES\_\_\_\_ (Where?\_\_\_\_\_) NO \_\_\_\_

Please indicate your preferred hours and position(s). Please note that each position is described on the reverse of this page. Annual training is required for all Election Officers.

Morning Shift: 6:00am – 2:00pm      **Checker**\_\_\_\_      **Ballot Box Attendant** \_\_\_\_      **Greeter** \_\_\_\_

Afternoon Shift: \*2:00pm – Close      **Checker**\_\_\_\_      **Ballot Box Attendant** \_\_\_\_      **Greeter** \_\_\_\_

\*Close is usually 9:00pm. Larger elections 10:00pm.

Full day:                      **Checker**\_\_\_\_      **Ballot Box Attendant** \_\_\_\_      **Greeter** \_\_\_\_

Counter/Closer: 7:45pm – Close      **Closer** \_\_\_\_

Choose from one of these options.

**I wish to be paid**  In order to be paid, you will need to fill out a payroll packet of information (unless one is already on file from previous work at elections). This will be forwarded to you following your appointment by the Select Board.

**I wish to volunteer**

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Thank you for your willingness to serve the Town of Concord!**

*All election workers are required to have excellent communication skills. You represent the Town of Concord and should be professional when interacting with voters, other election officials, and the general public. Training sessions are offered at least once a year. Annual training is required for all Election officers.*

**CHECKER** Check in voters using an electronic poll book. Tabulate votes. Works under the supervision of the Warden and Clerk. Unusual problems are brought to the attention of the warden and/or clerk. Ability to maintain a professional, calm demeanor is essential. Basic math skills and strong interpersonal skills are required. 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 and have familiarity with computers.

**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 the tabulator screen, and to adjust focus. The Ballot Box Attendant must stand during their shift and be able to speak loudly and clearly in order to properly instruct voters.

**GREETER** (for double elections and when high turnout is anticipated)  
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 on a printed list. Greeter must be able to read small print and adjust focus. The greeter may be seated or standing during their shift and needs to communicate effectively in order to properly instruct voters.

**ELECTION ASSISTANT** This position assists at the polls for shorter durations of time in any of the positions described under the direction of the Warden.

**CLOSER** The Closer's work begins when the polls close. The Closer works under the supervision of the Warden and Clerk. Duties include tallying the voter check-in and check-out lists, sorting ballots and tallying write-in votes or ballots that need to be entirely hand counted. Basic math skills and strong interpersonal skills are required. Specific vision abilities include close vision and the ability to adjust focus. Attention to detail. Ability to execute strong hearing and listening is essential.