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### **Douglas County Elections**

The Douglas County Elections office operates 67 voting precincts which serve the citizens of Douglas County. A minimum of three election board workers are assigned to each precinct; one Supervising Judge and two Election Board workers. During large elections –or in some larger precincts- more board workers may be assigned to help assist voters. The election office is responsible for administering general, city-school, and special elections for Douglas County

### **Training**

Poll Workers are required to complete an Election Worker Application. Each new poll worker is required to attend a new poll worker training class which covers all the basics of operating a polling location. Experienced poll workers are required to attend a refresher training prior to each election they plan to work. One-on-one training with the voting equipment is offered at the Douglas County Courthouse. A complete training schedule is mailed to all poll workers prior to each election. All poll workers are compensated for their training and for their dedicated service on Election Day.

### **Qualifications**

- Resident of Douglas County Kansas
- Voter registration is current and up to date
- Complete mandatory poll worker introduction class or refresher class for experienced poll workers

### **Compensation**

- Supervising Judges: \$100 a day plus mileage
- Election Workers: \$85 a day
- Training Session: \$15.00

### **Hours**

- Polls are open from 7:00 a.m. to 7:00 p.m.
- All election workers report to their assigned work site on Election Day no later than 6:00 a.m. to prepare for 7:00 a.m. opening of the polls.
- Following the close of the polls at 7:00 p.m., all election workers assist the supervising judge in closing down the polling site.

## **Supervising Judges**

- The Supervising Judge is the person in charge of the polling place and is responsible for the operation of the polling place.
- The Supervising Judge attends a mandatory meeting specifically for Supervisors. (This is in addition to the required training session).
- On the Monday preceding the election, the Supervising Judge picks up election supplies at Election Office, calls the assigned election workers to confirm that each one will report on Election Day at 6:00 a.m. and notifies the Election Office of any prospective absences.
- On Election Day, the Supervising Judge assigns the duties to the Election Board. All election workers arrange the polling place to receive voters and post all signs. The Supervising Judge officially opens the polls and manages the processing of voters.
- On Election Night, the Supervising Judge is in charge of closing down the polling location and works to promptly deliver election materials to the Douglas County Elections office.

## **Election Workers**

- Election Workers assist the Supervising Judge and share responsibility for the operation of the polling site.
- They greet voters, assist at registration book, assure the proper ballot is being issued, and assist voters with general questions.
- Following the close of the polls at 7:00 p.m., all election workers assist the Supervising Judge in closing the polling site

## **Split Shift**

- Kansas Law now allows for certain poll workers to dived their shifts. The Supervising Judge and one Election Worker must work the entire day. Additional workers may have their shifts split if they are unavailable to work the entire day, have class, or other obligations etc.
- Indicate on your application if you would be interested in working a split shift.

Poll Workers are the unsung heroes and heroines of the elections process, they make our democracy work, and they make it the very best it can be.