



LANE COUNTY ELECTIONS ON-CALL SEASONAL EXTRA HELP JOB DESCRIPTIONS

Sept 2016

Ballot Pick Up Driver & Assistant

- Work in a two person team to open drop sites; set up signs; pick up ballots at drop sites and deliver to the Elections office; close drop site at 8 PM election night; return signs to Elections office
- Ballot pick-ups may be required daily the entire two weeks before Election Day
- Drivers must have their own vehicle; a valid Oregon Driver's license, and must be able to pass a DMV background check; must be able to lift 30 lbs
- Starting Pay: Driver \$9.75/hour plus mileage; Assistant \$9.75/hour

8 PM Ballot Pick Up Driver & Assistant

- Work in a two person team to collect ballots from a drop site at 8 PM Election Day; close the drop site; deliver ballots and signs to the Elections office
- Work approximately two hours on Election night; attend required one hour training
- Drivers must have their own vehicle; a valid Oregon Driver's license, and must be able to pass a DMV background check; must be able to lift 30 lbs
- Starting Pay: Driver \$9.75/hour plus mileage; Assistant \$9.75/hour

Board Room Worker

- Work as part of a four member team opening and inspecting ballots; job requires sitting, standing, and the ability to follow specific oral and written instructions
- Must work entire shift with no exceptions; may work 3-5 days up to and including Election Day; may require working until early morning hours (e.g., 2 AM) on election night
- Starting Pay: \$9.75/hour

Ballot Counting Equipment Operator

- Operate ballot tabulation equipment; load and unload ballots from equipment
- Basic computer skills required; must be able to lift 30 lbs
- This is a standing job for entire shift; must work entire shift with no exceptions; may work 3-5 days up to and including Election Day; may require working until early morning hours (e.g., 2 AM) on election night
- Starting Pay: \$10.75/hour

Ballot Counting Runner

- Work as a two person team transporting ballot boxes between board room and counting room
- Must be able to lift 30 lbs; this is a standing job for entire shift; must work entire shift with no exceptions; may work 3-5 days up to and including Election Day; may require working until early morning hours (e.g., 2 AM) on election night
- Starting Pay: \$9.75/hour

Training is provided for all tasks; work occurs annually in April, May, October & November

Applications are available at www.lanecounty.org/elections