



## LANE COUNTY ELECTIONS EXTRA HELP JOB DESCRIPTIONS

August 2020

### **Ballot Pick Up Teams**

- Work on a two person team to open drop sites; set up signs; collect ballots at drop sites and deliver to the Elections office; close drop site at 8 PM Election Day
- Ballot pick up teams may be assigned to work daily the entire two weeks before Election Day, or only at 8 PM Election Day
- Both members of each ballot pick up team 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: \$12.00/hour plus mileage

### **Back Shop Worker**

- Work as part of a team to assemble ballots, prepare routine mailings, and mark test ballots
- Receive ballots in the office, prepare ballots for sorting, assist in sorter operation, verify ballot signatures
- Work as a team moving and storing ballots and other materials in the office; prepare election materials for archiving
- Must be able to lift 30 lbs; lengthy periods of standing may be required; may require working until early morning hours (e.g., 2 AM) on Election Day
- Starting pay: \$12.50/hour

### **Board Room Worker**

- Work on a two or four member team opening ballots; job requires sitting, standing, and the ability to complete repetitive tasks and follow specific oral and written instructions
- Work on a two member team transporting ballots within the office
- Must work entire shift with no exceptions; may work 7 days up to and including Election Day; may require working until early morning hours (e.g., 2 AM) on Election Day
- Starting Pay: \$12.00/hour

### **Ballot Counting Equipment Operator**

- Operate ballot tabulation scanner; load and unload ballots following a specific procedure
- Basic computer skills required; must be able to lift 30 lbs
- Requires standing for nearly the 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 Day
- Starting Pay: \$12.50 /hour

Applications are available online at [www.lanecounty.org/elections](http://www.lanecounty.org/elections), and from:

Lane County Elections  
275 W 10<sup>th</sup> Ave  
Eugene OR 97401

-or-

Lane County Deeds and Records  
125 E 8<sup>th</sup> Ave  
Eugene OR 97401