LANE COUNTY ELECTIONS
EXTRA HELP JOB DESCRIPTIONS

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 as 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, and from:
Lane County Elections
275 W 10th Ave
Eugene OR 97401
-or-
Lane County Deeds and Records
125 E 8th Ave
Eugene OR 97401