

County of Riverside Registrar of Voters  
2724 Gateway Dr.  
Riverside, CA 92507-0918

County of Riverside Registrar of Voters  
Election Officers & Polls Division  
2724 Gateway Dr.  
Riverside, CA 92507-0918



**SERVE YOUR COMMUNITY  
AND  
MAKE MONEY DOING IT!**

**RIVERSIDE COUNTY  
REGISTRAR OF VOTERS**  
2724 Gateway Drive, Riverside, CA 92507  
(951) 486-7200 \* (800) 773-VOTE (8683)  
California Relay Service (Dial 711)  
Apply online at: [www.voteinfo.net](http://www.voteinfo.net)



Are you detail oriented and enjoy working with people? Are you available to work four full days? Are you able to attend a 3 hour training class prior to working in a Vote Center? If you answered yes to all of the above, the Registrar of Voters invites you to serve as an Election Officer. Please join us for a rewarding and enjoyable day while performing your civic duty!

Anyone who is 16 years of age and older may serve as an Election Officer during Federal, State, and local elections. We need approximately 1,500 volunteers to serve at one of our many Vote Centers throughout the County of Riverside. We encourage individuals with bilingual skills in Spanish, Tagalog, Korean, Chinese (Cantonese/Mandarin), Vietnamese, and American Sign Language (ASL) to serve as Election Officers to assist voters who may be limited in English proficiency. Community participation is essential and we encourage you to put democracy into action.

Although serving as an Election Officer is considered a volunteer position, the County of Riverside compensates all Election Officers at a rate of \$20.00 per hour for hours worked.

All Election Officers are required to attend a state mandated training session. Training sessions are scheduled during the day and evenings to accommodate busy life-styles. Compensation of \$20.00 is paid for attending the required training session.

As an Election Officer some core duties will include:

- Setting up the Vote Center prior to the first day of voting.
- Staffing the Vote Center during your scheduled dates and hours.
- Opening and closing the Vote Center at the specified hours.

- Opening the Vote Center three days prior to Election Day from 9:00 a.m. – 5:00 p.m.
- Opening the Vote Center on Election Day at 7:00 a.m. and closing at 8:00 p.m.
- Greeting and processing voters.
- Instructing voters how to correctly mark ballots and on the use of the Accessible Voting Unit.
- Accounting for and returning all ballots and election materials to the Registrar of Voters office immediately after the close of the Vote Center.

To apply, you may submit your application (see application on next page) to the Registrar of Voters office via regular mail, fax, e-mail, or online.

Once your application has been submitted, you will receive a follow up call from a member of our recruitment staff.

We hope you will consider serving as an Election Officer for upcoming elections and we look forward to your application!

As members of the community we like to receive your feedback and suggestions. If you have any recommendations for facilities or businesses in your community that may be considered for use during our upcoming elections, please provide our office with any information you may have.

Riverside County Registrar of Voters  
Election Officers & Polls Division

2724 Gateway Drive  
Riverside, CA 92507

**Fax:**

(951) 486-7320

**E-mail:**

rovpolls@rivco.org

**Online:**

[www.voteinfo.net](http://www.voteinfo.net)

★ ★ ★ Election Officer Application ★ ★ ★

**Completed application may be returned by regular mail, fax, or email**

County of Riverside Registrar of Voters  
 Election Officers & Polls Division  
 2724 Gateway Drive  
 Riverside, CA 92507

**Fax:** (951) 486-7320    **E-mail:** rovpolls@rivco.org    **Online:** www.voteinfo.net

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Please mark or circle a response and fill in the blanks.  
 Responses are required for all of the following questions.**

★ Are you currently employed with the County of Riverside? YES NO

★ I am bilingual in:  Spanish  Korean  Chinese/Cantonese  
 Chinese/Mandarin  Vietnamese  Tagalog  Other: \_\_\_\_\_

★ Have you served as an Election Officer in the County of Riverside? YES NO

★ Are you willing to abide by Election Code and all laws governing Elections? YES NO

★ Is there any reason you cannot be placed within 300 ft. of a school? YES NO

★ It is a requirement to remain at the Vote Center during your scheduled dates and hours. Election Day begins at 6:15 a.m. and ends approximately 1-2 hours after the center is closed (8:00 p.m.). Do you understand this requirement? YES NO

★ It is a requirement to assist with Election Eve set up and Election Night pack up. Do you understand this requirement? YES NO

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★ What is your educational level? *Response required.*  
 High School  Some College  Undergraduate Degree  Advanced Degree

★ What are your professional skills? *Response required.*  
 Administration/Clerical  Customer Service  Accounting  
 Supervisory  Recruiting  Training  Other \_\_\_\_\_

★ Are you able to perform the essential functions of the job, either with or without a reasonable accommodation? *Response optional.* YES NO  
*If you require an accommodation, please call (877) 663-9906*

★ Are you able to lift at least 30 lbs.? YES NO  
 (note: lifting is to be done by two people)

★ How far are you willing to travel for your assignment  
 5 miles or less  5-10 miles  10-20 miles  20+ miles

★ I understand that I must provide my own transportation. YES NO

★ I understand that I must attend a mandatory 3 hour training class once I am appointed. YES NO

★ Would you like to refer someone to work at a Vote Center?  
 Name and telephone number: \_\_\_\_\_

★ I acknowledge that I am legally allowed to work in the U.S.

★ I hereby attest that the provided information is accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only			
Assigned Location	ID	Date	Staff initials
M/L match: Y	<input type="checkbox"/>	N	<input type="checkbox"/>
W-9	Y	<input type="checkbox"/>	N
Comments	_____		