



Election Officers Wanted

The Boston Election Department is currently recruiting Election Officers to serve at assigned Polling Locations throughout the City for the upcoming 2 Elections - the State Primary on Tuesday, September 14, 2004, and the State Election on Tuesday, November 2, 2004. The hours are from 6:00 a.m. to 9:00 p.m. or until the completion of the closing of the Poll. Training will be provided.

- Stipends are paid and range from \$100 to \$150. \$15 will be added for attending a training session. Good written and oral skills are required. All candidates must live in the City of Boston and be a registered voter by the election date. *Anyone interested in applying, please contact Lynne Onishuk at 617- 635-4491 or fill out the application on the other side and send in.*

General Duties of Election Officers

- **Warden** - The Warden is the Chief Election Officer at the polling location. The Warden is responsible for maintaining order, preventing interference with the voting process and handling violations of Election Law. The Warden is also responsible for assigning other Election Officers their tasks. The Warden reviews and supervises the completion of all forms and any other duties that are necessary for the completion of the Election process.
- **Clerk** - The Clerk is responsible for maintaining a written account of any occurrences on Election Day in the Clerk's book. The Clerk records any problems, issues, and complaints from voters. The Clerk checks off the names of voters from the Voting List, tabulates and records the final tally figures and any other duties that are necessary for the completion of the Election process.
- **Inspectors/Translators** - Inspectors assist the Clerk in checking off the names of voters from the Voting List and direct voters to available Voting Booths. Inspectors also assist in the opening and closing of the polls and any other duties that are necessary for the completion of the Election process
- **Election Officers are not allowed to influence a voter's choice for a candidate, party or ballot question, either by making a suggestion, a remark or asking for an opinion.**

