

# COUNTY EMPLOYEE VOLUNTEERS NEEDED!

**VOLUNTEER TO SERVE AS A COUNTY EMPLOYEE ELECTION  
WORKER AND HELP GIVE BACK TO YOUR COMMUNITY**

**RECEIVE YOUR REGULAR DAILY PAY PLUS OVERTIME  
AND \$100 STIPEND**

**BILINGUAL SKILLS ARE HIGHLY DESIRED**



**LOS ANGELES COUNTY  
REGISTRAR-RECORDER/COUNTY CLERK**

## NOVEMBER 5, 2024 GENERAL ELECTION



### BENEFITS/COMPENSATION

- Earn your regular salary plus overtime or comp time
- Earn a \$100 stipend
- Select desired role and work schedule
- Sign up for a training near home or work
- Apply early for an opportunity to be placed near home



### ROLES

**Vote Center Lead**-Oversees all Voter Center activities including opening/closing, addressing questions/is sues, assigning clerk duties, setting break schedules and delivering ballots.

**Vote Center Assistant Lead** – Assists Lead with all Vote Center activities, answer questions, delivers ballots, shadows Lead and assumes Lead role in the absence of the Vote Center Lead.

**Clerk**- Assists with opening and closing, monitors lines, directs voters to check in and voting area.



### SKILLS

**Vote Center Lead and Assistant Lead Skills:** Strong communication, leadership, customer service and basic computer skills.

**Clerk:** Good communication, customer service and basic computer skills.

Multilingual skills are highly desired.

## REQUIREMENTS

County employees must attend in-person training and complete online training during regular work hours.

### VOTE CENTER LEAD AND ASSISTANT LEAD TRAINING & PRE-CHECK



- Complete online training (3-hours)
- Attend in-person training (8-hours)
- Complete pre-check of assigned vote center from 1pm - 4pm (3-hours)

### CLERK TRAINING



- Complete online training (3-hours)
- Attend in-person training (3-hours)

## WORK SCHEDULES/HOURS

### VOTE CENTER LEAD & ASSISTANT LEAD -SERVE 4 OR 5 DAYS

- Saturday, 10/26-Thursaday, 10/31 (1 day off)
- Friday, 11/1-Tuesday, 11/5 (Election Day)
- Saturday, 11/2-Tuesday, 11/5 (Election Day)

**Pre-Check Hours:** 1:00 PM – 4:00 PM

**Early Voting Hours:** 9:00 AM – 9:00 PM

**Election Day Hours:** 6:00 AM – 10:00 PM

### CLERK – SERVE 4 DAYS

- Saturday, 11/2-Tuesday, 11/5 (Election Day)

**Early Voting Hours:** 9:00 AM – 8:00 PM

**Election Day Hours:** 6:00 AM – 9:00 PM

**Early Voting:** Saturday, October 26 – Monday, November 4

**Election Day:** Tuesday, November 5

**Note:** Election workers may be assigned up to 10 miles from home/work



## IMPORTANT

By participating in this program you are making an important civic contribution to the voters of Los Angeles County; therefore, following through with this commitment is critical. Once given an assignment, you will be expected to serve at the location assigned. Cancellations will be accepted on a case-by-case basis only.

## REGISTRATION

COMPLETE AN ONLINE REGISTRATION ON LAVOTE.GOV

[HTTPS://WWW.VOTE4LA.COM/POLLACCESS/ELECTIONSELECT.ASPX](https://www.vote4la.com/pollaccess/electionselect.aspx)

PHONE: (213) 374 - 3887

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