

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

MARCH 5, 2024 PRESIDENTIAL PRIMARY ELECTION



BENEFITS/COMPENSATION

- Earn your regular salary plus overtime/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/issues, 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 (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, 2/24-Thursday, 2/29 (1 day off)
 - Friday, 3/1-Tuesday, 3/5 (Election Day)
 - Saturday, 3/2-Tuesday, 3/5 (Election Day)
- Early Voting Hours:** 9:00 AM – 9:00 PM
Election Day Hours: 6:00 AM – 10:00 PM

CLERK – SERVE 4 DAYS

- Saturday, 3/2-Tuesday, 3/5 (Election Day)
- Early Voting Hours:** 9:00 AM – 8:00 PM
Election Day Hours: 6:00 AM – 9:00 PM

Early Voting: Saturday, February 24 – Monday, March 4
Election Day: Tuesday, March 5



PHONE: (213) 374 - 3887



COUNTYELECTIONWORKER@RRCC.LACOUNTY.GOV

REGISTRATION

COMPLETE AN ONLINE REGISTRATION ON LAVOTE.GOV
[HTTPS://WWW.VOTE4LA.COM/POLLACCESS/ELECTIONSELECT.ASPX](https://www.vote4la.com/pollaccess/electionselect.aspx)