



BOULDER COUNTY

2015 Election Temp Positions

Are you interested in the election process and want to learn more about how Boulder County conducts its elections? Are you looking for temporary, short-term work? We have a variety of election positions available.

Contact Information: Lynn Swearingen; lswearingen@bouldercounty.org /303-413-7551 or Sydney Power; spower@bouldercounty.org. Provide your name, contact number and which position(s) you are interested in and which party affiliation you are registered with (many positions require people are registered with different political parties to create bi-partisan teams).

Election Jobs: [Updated 9/22/15](#)

- **Warehouse Workers:** This position will support all functions of our elections warehouse including moving equipment, driving to various locations, getting equipment ready, create and set up various signs and general support.
 - **Location:** Boulder County Clerk and Recorder Office, 1750 33rd St, Boulder
 - **Days and Hours:** Start right away and working through mid-November, Mon-Fri. 8 a.m. to 4:30 p.m. Overtime, evenings and weekends will be required.
 - **Qualifications:**
 - Comfortable with computers, hardware and software installation and troubleshooting
 - Able to bend, lift and stand for extended periods of time
 - Must have a valid driver's license and a good driving record; it will be checked
 - Basic computer skills: installing software, fixing basic hardware and testing equipment
 - Friendly and outgoing
 - Must pass criminal background check
 - **Requirements:**
 - Requires being able to lift and carry up to 65 lbs.
 - This position will require bending and lifting
 - This position will need a cell phone and if you are required to use it you will receive a \$10.00 stipend
 - This position requires working in bi-partisan teams and therefore we need people who are registered with the republican party
- **Scanners:** This position will work in a team and scan ballots following strict protocol and Election rules. Must have ability to easily and quickly grasp detailed processes while using MS Office and Election Voting Equipment.
 - **Location:** Boulder County Clerk and Recorder Office, 1750 33rd St, Boulder
 - **Days and Hours:**
 - Sunday, Nov. 1 – 9 a.m. until done. - Onboarding, training and work
 - Monday, Nov. 2 – 5:30 p.m. until done and will be a late night (2 a.m. possibly)
 - Tuesday, Nov. 3 – 4 p.m. until done and it will be all night until Wed. morning
 - **Qualifications:**
 - Intermediate skills with excel

- Comfortable moving between computer programs
 - Able to learn very quickly and follow detailed, strict protocol
 - Work well in a team
- **Requirements:**
 - Requires ability to use both hands and fingers
 - Must be able to stand for long periods of time / for entire shifts
 - Must be able to move between standing and sitting position repeatedly
 - Must be able to perform task quickly
 - Can lift up to 35 lbs.
- **Machine Lead:** This machine will support complex, technical process with a ballot sorting machine. Required to work in a team and ensure all processes are completed accurately and in a timely manner. Reconciliation of all processes and ballots is required. Must be comfortable and experienced with excel and detail oriented.
 - **Location:** Boulder County Clerk and Recorder, 1750 33rd St , Boulder
 - **Days: Flexibility required and dependent on volume**
 - Thursday, Oct 15 – 10:45 a.m. to 2 p.m. - Onboarding, training and work
 - Friday, Oct 16 – 10:45 a.m. to 5 p.m.
 - Monday, Oct 19 – 10:45 a.m. to 2:45 p.m.
 - Tuesday, Oct 20 through Thursday, Oct 29 – 11:45 a.m. to 4 p.m.
 - likely, but not guaranteed, no work on weekends
 - Hours will vary from Oct 30 through Nov 3: need people willing to work day or night shifts
 - **Qualifications:**
 - Preferred: Experience operating a large machine which uses both internal operating software and requires the import and export of files via a separate server; related experience may be found in the operation of a mail sorter, banking processing equipment or print shop equipment.
 - Ability to understand and work with complex operating instructions to successfully run multiple processing operations
 - Demonstrated experience ensuring adherence to procedure and process
 - Experience balancing/ reconciling numbers across multiple sources and with multiple caveats
 - Demonstrated experience identifying likely issues, or when “things don’t look right” ,and pausing operations to investigate
 - Ability to create reports and data sheets, such as in Excel, Access, etc.
 - Ability to accurately count, sort and organize a large volume of materials
 - Ability to work in a fast paced work environment
- **Requirements:**
 - Must be able to work on your feet for long hours in a warehouse environment
 - Must be able to bend and lift 20 lb. trays over multiple hours
 - Comfortable with a very organized and structured work routine (some flexibility in process required)
 - High Attention to detail
 - Will be reviewing reports and logs, must be able to notice when system or process behavior is out of step
- **Reception Workers:** This position will serve a variety of duties and is different than in previous years. Example of duties: drive to post office with a bi-partisan team member to bring ballots back to the office, following of chain of custody procedures; prepare and count ballots for next process; assist with clerical duties and mailings. Must be willing and engaged in all duties requested to perform.
 - **Location:** Boulder Clerk and Recorder Office, 1750 33rd St, Boulder
 - **Days and Hours:** **Tentative and subject to change depending on need**

- Primary Team – **Must commit to all days and hours and be flexible as the hours may be less than scheduled:**

- Thursday, Oct 15 – 9:30 a.m. to 2 p.m. - Onboarding, training and work
- Friday, Oct 16 – 9:30 a.m. to 3:30 p.m.
- Monday, Oct 19 – 9:30 a.m. to 3 p.m.
- Tuesday, Oct 20 through Thursday, Oct 29 – 9:30a.m. to 3 p.m.
 - likely, but not guaranteed no work on weekends
- Friday, Oct 30 – 10 a.m. to 8 p.m.
- Starting Sat. Oct 31 through Tue. Nov 3 -
 - 1 worker join Team A -
 - Sat. Oct 31 – 10 a.m. to 3 p.m.
 - Mon. Nov 2 – 9:30 a.m. to 4 p.m.
 - Tue. Nov 3 – 10 a.m. to 6 p.m.
 - 1 worker join Team B -
 - Sat. Oct 31 – 3 p.m. until done
 - Mon. Nov 2 – 4 p.m. until done
 - Tue. Nov 3 – 6 p.m. until done

- Team A:

- Fri. Oct 30 – 8:45 a.m. to 3 p.m. - Onboarding, training and work
- Sat. Oct 31 – 10 a.m. to 3 p.m.
- Mon. Nov 2
 - 2 temps: 9:30 to 4 p.m.
 - 1 temp: 10 a.m. to 4 p.m.
- Tue. Nov 3
 - 2 temps: 9:30 to 4 p.m.
 - 1 temp: 10 a.m. to 4 p.m.

- Team B

- Tentative schedule; Days and hours are subject to change – depending on need, may be short shifts.
- Fri. Oct 30 – 12:45 p.m. until done - Onboarding, training and work
- Sat. Oct 31 – 3 p.m. until done
- Mon. Nov 2 – 4 p.m. until done
- Tue. Nov 3 – 6 p.m. until done

- **Resolution Operators:**

- **Location:** Boulder County Clerk and Recorder Office, 1750 33rd St, Boulder
- **Days and Hours:** **STAFF MUST ABSOLUTELY COMMIT TO FULL SHIFTS– This is not negotiable; due to training. Must be flexible.** We will work until done and cannot guarantee hours or days. It is dependent on voter turnout.
 - Tuesday, Oct 20 – 9:30 a.m. to 5:30 p.m. (at the latest)
 - Friday, Oct 23 – 9:30 a.m. to 5:30 p.m. (at the latest)
 - Wednesday, Oct 28 – 9:30 a.m. to 5:30 p.m. (at the latest)
 - Friday, Oct 30 – 9:30 a.m. to 5:30 p.m. (at the latest)
 - Sunday, Nov 1 – 9 a.m. until done -
 - Monday, Nov 2 – 5:30 p.m. until done and will be a late night (2 a.m. is highly possible)
 - Tuesday, Nov 3 – 4 p.m. until done (at the earliest 2 a.m. and could go until 6 or 7 a.m. on Wed. morning)
- **Duties:**
 - Operator computer screen following protocol to support the Resolution Judges.
 - Will be looking at computer screens while doing the job.
- **Qualifications:**
 - Must be able to focus during a repetitive task

- Demonstrate keen attention to detail
 - Able to work in a team and read a computer screen from 48 inches away
 - Must be able to learn and apply knowledge quickly
 - Follow directions and ask questions when uncertain
 - Assist in other areas of election process when needed
- **Requirements:**
 - Must commit to all shifts (training is extensive)
 - Able to sit for long periods of time
 - Able to do the job and concentrate in a sometimes loud environment
 - Must be willing and able to work in bi-partisan teams
- **Temp Worker Support/Check In and Out worker:** This position will assist with ensuring that temporary election workers know where to report to work, that they check their badges in and out, and offer basic payroll support.
 - **Location:** Boulder Clerk and Recorder Office, 1750 33rd St, Boulder
 - **Days and Hours:** Hours Not Guaranteed. Shifts may end earlier than scheduled.
 - Friday, Oct 30 – 12:45 p.m. until done – Onboarding, training and work
 - Saturday, Oct 31 – 1 p.m. until done
 - Monday, Nov 2 – 1 p.m. until done
 - Tuesday, Nov 3 – 1 p.m. until done
 - **Qualifications:**
 - Able to handle chaos with a lot of people needing attention at the same time
 - Able to perform task accurately and quickly
 - Great organizational skills and attention to detail
 - Comfortable working in a cool to cold environment
 - This position will be sitting at a table close to an exterior door'
 - Willing to support other election needs when required
 - Must pass criminal background check
 - **Requirements:**
 - Requires ability to use both hands and fingers
 - Must be able to read small print
 - Must be able to perform task quickly
 - Must be able to sit for extended periods of time
- **Voter Service and Polling Center (VSPC) judges:** VSPC staff will assist voters with all facets of election customer service, including, and not limited to: in-person voting, issuing replacement ballots, updating voter registration and registering voters (on a computer) in specialized computer program, machine voting and ballot printing. Some positions will require VSPC staff to support ballot drop off box.
 - **Location:** Boulder, Longmont, Lafayette sites
 - **Days and Hours:** **Not guaranteed, requires flexibility and is contingent on need**
 - Must commit for entire period of October 19 – November 3
 - Training begins October 19.
 - Locations will vary throughout Boulder County and workers may travel between locations
 - **Qualifications:**
 - Must be very comfortable, fast and accurate with typing and computer skills (moving between programs); data entry experience required.
 - Attention to detail and ability to accurately review material is a must.
 - Interested people will be serving the voters and we require excellent customer service and problem solving skills including a friendly, positive attitude.
 - This position will work under pressure with noise and commotion.
 - This position requires the ability to learn and apply learning quickly.

- This position requires a reliable vehicle, a valid driver's license and a good driving record. Mileage will only be reimbursed if required to travel between locations during your shift.
- **Requirements:**
 - Must be able to lift and carry up to 35 lbs and stand/ sit for long periods of time, depending on role.
 - Must pass a criminal background check.
 - Must be a registered Colorado Voter.
 - Must be able to stand or sit for an entire shift depending on role
- **Signature verification judges:** Signature verifiers will review voted mail ballot envelope signatures and compares the electronic image of a ballot envelope signature against a signature image from the statewide voter registration system. Training will be provided and required.
 - **Locations:** Boulder Clerk and Recorder Office, 1750 33rd St
 - **Days and Hours:** (Not guaranteed, requires flexibility and is contingent on volume of ballots returned)
 - Team A: Need 4 Democrats and 2 Republicans
 - Fri. Oct 30 – 8:45 a.m. to 1:30 p.m. - Onboarding, training and work
 - Sat. Oct 31 – 11:30 a.m. to 4:15 p.m.
 - Mon. Nov 2 – 11:30 a.m. to 4:15 p.m.
 - Tue. Nov 3 – 11:30 a.m. to 9:15 p.m.
 - Team B: Need 6 Democrats and 6 Republicans
 - Tentative schedule; Days and hours are subject to change – depending on need.
 - Fri. Oct 30 – 12:45 p.m. until done: Onboarding, training and work
 - Sat. Oct 30 – 4:15 p.m. until done
 - Mon. Nov 2 – 4:15 p.m. until done – May be a late night
 - Tue. Nov 3 – 9:15 p.m. until done – will be a very late night
 - **Qualifications:**
 - Comfortable with computers and working in a busy environment
 - Must be able to concentrate during repetitive work
 - Must follow directions and training
 - Must pass a criminal background check
 - **Physical Job Requirements:**
 - Must be able to sit for long periods of time
 - Repetitive use on computer key board
 - View set computer screen for hours
- **Batching worker:** This position will ensure an additional level of anonymity while counting ballots into batches of 150. Strict protocol must be adhered to. Basic math skills are required.
 - **Location:** Boulder Clerk and Recorder Office, 1750 33rd St, Boulder
 - **Days and Hours:** Tentative and subject to change based on need
 - Primary Team: Must commit to all shift and hours
 - Mon. Oct 19 - 10:15 a.m. until done or 5:30 p.m.
 - Tue. Oct 20 through Thur. Oct 29 – 9:30 a.m. to done or 3 p.m. (not weekends)
 - Team A:
 - Fri. Oct 30 – 9:30 a.m. to 5 p.m. - Onboarding, training and work
 - Sat. Oct 31 – 9:30 a.m. to 4:15 p.m.
 - Mon. Nov 2 – 9:30 a.m. to 4:15 p.m.
 - Tue. Nov 3 – 12 noon to 9 p.m.
 - Team B:
 - Tentative schedule; Days and hours are subject to change – depending on need.

- Sat. Oct 31 – 9:15 a.m. to 4:15 p.m. or done – Onboarding, training and work
 - Mon. Nov 2 – 4:15 p.m. until done – May be a late night
 - Tue. Nov 3 – 8:45 p.m. until done
 - **Qualifications:**
 - Able to read small print
 - Able to count ballots into stacks
 - Follow directions adhering to strict protocol
 - Comfortable with basic math skills
 - Will support other processes when asked
 - Work well in a team
 - Must pass a criminal background check
 - **Requirements:**
 - Requires ability to use both hands and fingers
 - Must be able to read small print
 - Must be able to perform task quickly
 - Must have basic math skills and do math accurately
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- **Ballot Drop Off worker:** This is a fun job accepting ballots from people who drive up. Must enjoy being outside in all kinds of weather. This is a physical job requiring you move quickly to support a quick efficient process in supporting the voters. Shifts range from 8 hours to 12 hours and there are no split shifts.
 - **Locations:** Boulder, Lyons, Nederland, Longmont, Erie, Louisville
 - **Days and Hours:**
 - Onboarding & Training: Leads must come and workers should come to one of two different options
 - Tuesday, Oct 27: 5:30 p.m. to 6:30 p.m.: Election Breakroom
 - Wednesday, Oct 28: 5:30 p.m. to 6:30 p.m.: Election Breakroom
 - Friday, Oct. 30 - 7:45 a.m. to 6 p.m.
 - Saturday, Oct. 31 - 7:45 a.m. to 6 p.m.
 - Monday, Nov. 2 - 7:45 a.m. to 6 p.m.
 - Tuesday, Nov, 3 - 6:45 a.m. to 7 p.m.
 - **Qualifications:**
 - Be friendly and outgoing
 - Willing and able to move fast and be on your feet for your shift.
 - Lead required a valid driver's license with clean driving record.
 - Must pass a criminal background check.
 - **Physical Job Requirements:**
 - Must be able to stand and move quickly for a full shift (8-12 hours depending on the day)
 - There are no split shifts
 - Able to stand outside in all kinds of weather
 - (weather will NOT stop us from this job)
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- **Opening and Sorting ballots, worker:** This position assists with opening ballots, prepping for scanning and sorting into stacks; will work in bi-partisan teams.
 - **Location:** Boulder Clerk and Recorder Office, 1750 33rd St, Boulder
 - **Days and Hours:** Tentative schedule; Days and hours are subject to change – depending on need.
 - Tue. Oct 20 through Thur. Oct 29 – 10 a.m. to 3:30 p.m. – not weekends
 - Team A:
 - Fri. Oct 30 – 10:15 a.m. to 5:30 p.m. – Onboarding, training and work
 - Sat. Oct 31 – 10 a.m. to 4:45 p.m.
 - Mon. Nov 2 – 10 a.m. to 4:45 p.m.

- Tue. Nov 3 – 1 p.m. to 9:30 p.m.
- Team B:
 - Tentative schedule; Days and hours are subject to change – depending on need.
 - Sat. Oct 30 – 9:15 a.m. to 4:45 p.m. or done – Onboarding, training and work
 - Mon. Nov 2 – 4:45 p.m. until done – May be a late night
 - Tue. Nov 3 – 9:30 p.m. until done

❖ Most positions pay \$11/hour

❖ **All Elections positions will require the following:**

- ✓ A CBI check will be completed per election statute.
- ✓ No political conversations of any kind allowed with co-workers or voters while working or on break; we are a neutral zone.
- ✓ Boulder County employees including temporary employees are paid on the last business day of the month and a check will be mailed to you.
- ✓ Must complete paperwork before your start day in order to be paid.
- ✓ Dress comfortably for the job you will be performing. Dress must be respectful, clean and be cognizant you represent Boulder County. No political statements or T-shirts and sweat shirts with sayings or cartoons on them. Dress neutrally.
- ✓ All employees must join PERA (Public Employees Retirement Association) and 8% of your check will go towards PERA. You are welcome to request the money back from PERA after you receive your last paycheck and it could take between 30 and 90 days.
- ✓ We will have very limited space for personal belongings this year. Leave all valuables at home.
 - For some jobs you cannot have personal items such as cell phones, purses, backpacks, jackets etc. with you while you work; they will need to be stored away from your work area.
 - We will provide phone numbers for your family or friends to call if there is an emergency.

Contact Information: Sydney Power; spower@bouldercounty.org / 303-413-7701 or Lynn Swearingen, lswearingen@bouldercounty.org /303-413-7551. Provide your name, contact number and which position(s) you are interested in and which party affiliation you are registered with (many positions require people are registered with different political parties).