



# Lucas County Board of Elections

3737 West Sylvania Ave ★ Suite 121 ★ Toledo, Ohio 43623-4422

419-213-4001 ★ 419-213-4069 (fax)

[www.lucascountyohiovotes.gov](http://www.lucascountyohiovotes.gov)

DATE: September 11, 2023

TO: Lucas County Polling Locations

FROM: LaVera Scott, Director  
Timothy Monaco, Deputy Director

RE: Precinct Election Officials Needed

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We are looking for precinct election officials (poll workers) and substation workers for upcoming elections in November 2023, March 2024 and November 2024. Because your facility is one of our polling locations for elections, you may have connections with voters who have an interest in working on Election Day. Election Day begins at 5:30 a.m. and continues until polls close at 7:30 p.m. Workers are released after all post-election duties are completed. Workers are also needed at substations and the tabulation area, beginning at approximately 7:00 p.m., dependent on work assignment. Pay rate varies with assignment, between \$14 to \$19 per hour. PEO pay with training for the day is between \$133 and \$193, depending on assignments given. Please see attached for assignments available and rates. Also attached is an application form to distribute at your location to anyone interested.

Thank you for the use of your location. We appreciate your partnership in the conduction of elections and for your assistance in providing a safe, accessible polling location for voters!

/ksm

## Election Day Workers

**Precinct Election Officials (PEO)** - see full job description listing

**Rovers** - Bi-partisan teams. Main duty is to serve as a liaison between the polling locations and the BOE. They assist PEOs with equipment issues and general operation issues. Shift begins at 5:30 am on Election Day until the close of their assigned polling locations.

**Substation Supervisors (\$19/hr) and Assistants (\$17/hr)** - Responsible for overseeing the receipt of Election Day supplies that are delivered to the substation by PEOs. There are 8 Substations in Lucas County. There are 3 Bipartisan teams assigned to each substation. Shift begins at 7:00 p.m. for approximately 3 hours.

**Substation Runners (\$14/hr)** - Transport election supplies from the cards of the PEOs to Sheriffs' vehicles and/or BOE trucks. These are normally students. There are 4 to 8 runners assigned to each substation. Shift begins at 7:30 p.m. for about 3 hours.

**Hospital Workers (\$16/hr)** - Bi-Partisan teams. Main duty is to transport ballots to and from hospitals for patients on Election Day. There are 4 to 6 teams recruited for this position. Shift begins at 4:00 p.m. until no later than 7:30 p.m.

**Nursing Home Workers (\$16/hr)** - Bi-Partisan teams. Main duty is to transport ballots to and from nursing homes for patients prior to the election. There are 4 to 6 teams recruited for this position. Shift times vary.

**Tabulation workers (\$15/hr)** - Work at the Tabulation Center. Assist in the receipt of all voted ballots and memory sticks after the polling locations close, 10 to 16 Bi-Partisan teams are recruited for these positions.

**Riders (\$13/hr)** - Bi-Partisan teams. These individuals ride with the Lucas County Sheriffs or someone of the opposite party to transport election supplies (ballots, memory sticks) from substations to the Tabulation Center. Shift begins at 6:30 p.m. until assigned substations have received all their necessary supplies. Normally 22 to 24 Bipartisan teams are recruited for these positions.

## Seasonal Workers

All Seasonal employees must complete a background check

### Warehouse

**Logic and Accuracy testing (\$15 hr / \$15.75 hr)** - Perform logic and accuracy testing on voting machines and electronic poll books. Must be very detailed and able to follow and complete a checklist. Hours vary. Shifts are assigned based upon the amount of time needed to test machines, 30 to 40 people hired for these positions.

**Truck loading and unloading** - Loading and unloading election supplies and equipment. Shifts vary dependent on delivery schedule, 4 to 6 people hired for these positions.

**Grip preparation** - Pack election supplies that are needed for Election Day into the bags and carts that will be utilized by the PEOS. Shift normally 7 to 9 hours a day.

### Early Vote Center (\$15 hr / \$15.75 hr)

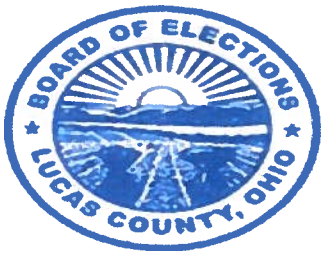
**Early Vote** - Must have data entry skills. Main duty is to process and assist voters who vote in person prior to Election Day. Shifts are based upon operating hours of the early vote center.

**Absentee by mail** - Some data entry skill preferred. Attention to detail. Duties may include processing, mailing and receipt of absentee applications and absentee ballots.

### Office (\$15 hr / \$15.75 / hr)

Normal office hours are 8:30 am until 4:30 pm. Hours may be extended due to volume of absentees or registrations to be processed.

**General office** - Data entry skills required. Duties may include processing registrations, answering the phone and other clerical tasks.



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## PRECINCT ELECTION OFFICIAL APPLICATION

Please Print All Information

Have you ever been convicted of a felony (circle one)? YES or NO

Have you ever worked as an election official (circle one)? YES or NO

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver License #: \_\_\_\_\_

Political Affiliation (circle one): Democrat Republican None Education: \_\_\_\_\_

Check if currently a city or county employee Department: \_\_\_\_\_

Check if eligible for Continuing Education Credit and other Certifications Number: \_\_\_\_\_

Position (circle one): Voting Location Manager or Location Rover or Precinct Election Official. Visit our website at: [www.lucascountyohiovotes.gov](http://www.lucascountyohiovotes.gov) Poll Worker for a complete description of job duties.

\_\_\_ Attached is my completed Voter Registration Form

\_\_\_ Attached is my completed Voter Registration Form with an updated address and/or name change

### Qualifications:

- Registered voter in Lucas County
- No felony convictions or any election law violations
- Available to work current and/or future elections
- Working phone number
- Must complete both virtual (online) and in-person training sessions
- Reliable transportation to be at the polls by 5:30 a.m. on Election Day
- Able to lift up to 40 lbs.

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

Republican Booth Official: (419) 213-2043

Home Precinct

Assigned Precinct/Position

Democratic Booth Official: (419) 213-2034

**My signature is proof that:** Under penalty of perjury, I hereby swear or affirm that the above information is true and accurate. Further, I authorize the Lucas County Board of Elections to conduct a background check. I understand that any active warrants or felony convictions on my criminal record will result in immediate termination as Board of Elections, election official. No person who has been convicted of a felony, or any violation of the election laws, shall serve as an election officer. **Ohio Revised Code Statute 3501.27.**