



CITY of PITTSFIELD

ELIGIBILITY REQUIREMENTS AND JOB DESCRIPTIONS FOR ELECTION OFFICIALS

Eligibility Requirements: To be eligible to act as an election officer, a person must be a registered voter in the Commonwealth of Massachusetts. No one can be an election officer in a precinct in which he or she is a candidate in a municipal or state election. Members of the Board of Registrars may not serve as election officers nor is it advisable for family members of candidates to serve as election officers.

Work Environment: Work is performed in a hectic, sometimes very loud, fast-paced environment. A significant amount of time is spent sitting, standing, walking, stooping, reading, writing, and listening.

JOB DESCRIPTIONS

Warden: The warden at each polling place shall supervise the election officers' performance of duties and shall maintain order and enforce obedience to his or her lawful commands. The warden shall keep the access to the polling place open and unobstructed with the assistance of a police officer. The warden shall be present at the opening of the polls and keep the polling place clear of campaign materials. The warden sees that instructions and penalty cards and the specimen ballots are not removed or destroyed, shall verify receipt of the voter lists, the unmarked ballots, the absentee ballots, and the precinct clerk's binder. The warden ensures that voters are properly assisted and that disabled voters and those who cannot read or write English are assisted by two election officers or another person chosen by such voters. The warden must be sure that accessible voting equipment is located and operating within the polling place so it is readily available for use by voters. The warden is charged with assisting inactive voters, challenged voters, or voters not found on the voter list. The warden is responsible for the equipment and supplies.

Clerk: The clerk keeps a written record of the proceedings of the election including unusual happenings. The clerk maintains the precinct clerk's report, fills out forms, reports the names and addresses of all challenged voters, and records and announces vote totals and results. The clerk shall record the total number of ballots received, the ballot box register, and the total number of spoiled ballots and any other information required on the precinct clerk's report. As soon as the tallying is complete, the clerk publicly and audibly announces the number of names checked on the voting lists and the election results. The clerk enters the results on the tally sheets found in the precinct clerk's report.

Inspector: The inspector serves as an election officer under the direction of the warden. Two inspectors will be designated as check-in inspectors. One of the two inspectors will check-in voters using the voter list. The other inspector will have charge of the ballots and furnish them to voters. Two inspectors will be designated as check-out inspectors. One of the inspectors will check-out voters using the voter list. The other inspector will supervise the tabulator. Inspectors may help count and tabulate votes. After the polls close, inspectors will count the total number of voters checked in and checked out.