

## **ELECTION WORKERS INFORMATION FORM**

Are you interested in working on election day? If you are interested in having your name submitted for consideration, please fill out an application and return it to the City Clerk's Office at your convenience. These are paid positions (\$12/hr) and paid training is mandatory to attend before each election.

### **Qualifications:**

#### *Election Worker*

- U.S. Citizen
- At least 18 years of age (except that student election clerks may be 17 years of age and may perform all the functions of an election clerk)
- Registered voter of South Portland or Cumberland County

### **Responsibilities:**

#### *Election Worker*

- Supervise Incoming Voting List – check voters off the list and give out appropriate ballots;
- Oversee Ballot Box – ensure all ballots are deposited in the ballot box by the voter
- Count Ballots – tally ballots and fill out reports at the close of the election
- Assist Warden – help monitor petitioners and campaign activities
- Attend Training – must attend training before each election (approximately two hours)
- Attend Polls – attend voting place for scheduled hours
- Perform other Duties – perform any other election duties at the warden's request

**CITY OF SOUTH PORTLAND  
ELECTION WORKER INFORMATION FORM**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_ **Evening Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Political Party Enrollment:** \_\_\_\_\_

**Are you interested in working as a:** \_\_\_\_\_ **regular worker** \_\_\_\_\_ **back-up/emergency fill in worker**

**Election Day Preference** (please check a category if you have a preference):

Work at Polls All Day: \_\_\_\_\_ Half Day: Shift A \_\_\_\_\_ Shift B \_\_\_\_\_  
(6:15 am – 9:30 pm) (6:15 am – 2:00 pm) (2:00 pm – 9:30 pm)

**Polling Place Location Preference:**

\_\_\_\_\_ South Portland Boy's and Girls Club  
District One

\_\_\_\_\_ South Portland Community Center  
District Three/Four

\_\_\_\_\_ American Legion Hall (District Two)  
District Two

\_\_\_\_\_ Redbank Community Center  
District Five

*(Please note that we can not guarantee a particular location, but we will try to accommodate your request.)*

Please Note: Per Maine State Election law, election workers can not be a candidate for office or a member of a candidate's immediate family. In addition, a person can not have a direct pecuniary interest in the result of a referendum question appearing on the ballot. Please return completed form to the City Clerk's Office. We will call you if needed. Thank you for your interest in serving the City.

**Mail to:**

**City Clerk's Office  
25 Cottage Road  
South Portland, Maine 04106**

**or Fax to: 207-767-7620  
or Email to: [escully@southportland.org](mailto:escully@southportland.org)**