



ST. JOSEPH COUNTY
ESTABLISHED 1830

Voter Registration
COUNTY-CITY BUILDING
227 WEST JEFFERSON BLVD
SOUTH BEND, INDIANA 46601
PHONE: 574-235-9521

Dear Potential Applicant,

Thank you for considering serving in your local community performing an important civic function to ensure the continuity of the democratic process.

General Requirements

It is important that all workers understand the responsibility of the election process and the commitment involved in making everything happen. The State of Indiana and St. Joseph County require an election official (this does not include Techs) to meet certain criteria including:

- Able to read, write and speak the English language.
- Resident and eligible voter in St. Joseph County, or 16- or 17-year-olds with appropriate permissions filed
- No property bet or wagered on the result of the election.
- Not a candidate to be voted for at the election in that precinct, except as an unopposed candidate for a precinct committeeman or state convention delegate.
- Not the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew or niece of a candidate who is a candidate to be voted for in that precinct.
- If Inspector, not the chairman or treasurer of the committee of a candidate whose name appears on the ballot.
- Attend the training required to serve in your position

In ensuring an efficient, comfortable environment and process that instills confidence, additional qualities are emphasized for public servants:

- Reliable, committed and prompt
- Respectful and courteous to voters and one another (*Election Day is a long haul!*)
- Able to behave in a nonpartisan manner
- Focused on and comfortable with assigned role
- Flexible to adjust specific duties if required

**You can fill out our sign-up form on sjcindiana.com through Voter Registration.
The political parties are responsible for supplying eligible Workers,
you can reach out to them directly to discuss positions you are interested in:**

St. Joseph County Democratic Party

Chair: Diana Hess
Phone: (574) 288-8683
135 S. Lafayette Blvd.
South Bend, IN 46601

St. Joseph County Republican Party

Chair: Tyler Gillean
Phone: (574) 299-1388
419 N Hickory Rd
South Bend, IN 46615

Available temporary positions available with duties on and leading up to Election Day:

Election Day Vote Center Workers - Roles & Responsibilities

Pay range: \$150 to \$250

Inspector

Democrat, one per Vote Center

Manager of the Vote Center, the Inspector is responsible for picking up and returning election supplies, final Vote Center setup, directing voters in completing forms, and handling voter challenges. The Inspector may delegate tasks and adjust the roles of the other workers as necessary and appropriate.

Judges

Democrat/Republican, two per Vote Center, one from each party

Assistants to the inspector, Judges scan voters in to the ballot marking machines and work together in bipartisan fashion to offer assistance to voters including those with disabilities, as requested. The Republican Judge (the opposite party to the Inspector) accompanies the Inspector to return elections supplies to the County-City building after the Election has ended.

Clerks

Democrat/Republican, two or multiple of two in bipartisan teams at each Vote Center

Check voter Photo ID, pull the voter up in the electronic pollbook and collect any necessary voter information and signature, initial ballots, sync pollbooks.

Sheriffs

Republican, one per Vote Center

Direct voters through the chute to the proper checkpoint, may advise voters to have Photo ID ready. Check for unauthorized political literature or activity (Electioneering), contact law enforcement in the event a situation occurs.

***Election Day positions and duties may be adjusted per the Inspector as necessary and appropriate.**

Other Election Workers - Roles & Responsibilities

Absentee Clerks

Democrat/Republican, bipartisan multiples of two

28 days before the election, Absentee "In-Person" Walk-In/Voting Early voting opens: Absentee Clerks make applications and ballots available, collect ballots, and assist in the Vote By Mail process. Clerks check Photo IDs, pull voters up in the electronic pollbook, and collect information/signatures as well as activating and finally initialing the completed ballot.

Central Count Clerk

Democrat/Republican in bipartisan teams

Working together on Election Day, bipartisan teams of two work at the County-City Building to process all Absentee ballots received. Record and transport results as precincts are completed.

Vote Center Techs

One per Vote Center, nonpartisan

Through training, Techs become familiar with Election equipment and are involved in setup/take-down of the Vote Center as well as troubleshooting technical issues if they arise throughout Election Day, assisting Vote Center Workers with equipment-related activities.