



BOULDER COUNTY

General 2016 Election

Judge and Worker Positions

Update 9/29/16



Steps to Follow

Step 1 Review the [Job Positions Available](#) (all positions are temporary and pay \$13/hour)

Step 2 Review the [Additional Information](#) section

Step 3 Have a question or want to apply? Follow the instructions in [How to inquire or apply for a Position information is at the end of this flyer.](#)

Judge Positions Available: Judge Positions are filled by caucus attendees from the Republican and Democrat parties

List of Judge Positions: Descriptions and details below

- Resolution: Need 1 Republican
- Voter Service Polling Center (VSPC): Need Republicans and Democrats
- Visual Inspection: Need registered Republicans (Dems for back up)

Worker Positions: These positions require bi-partisanship and will include people from all political parties including Unaffiliated

List of Worker Positions: Descriptions and details below

- Check In/Out
- Courier
- Drive-by Ballot Drop Off
- Extraction
 - Operator
 - Prep
 - Runner
- Separation
 - Prep Workers
- Machine
 - Sweeper
- Scanning
 - Scanners
 - Assistant
- Reception of Ballot boxes
- Reception of ballot boxes
- Resolution Operator (computer operator)
- Warehouse

JUDGE POSITIONS: Judge Positions are filled by caucus attendees from the Republican and Democrat parties

Provisional Judge

What you will be doing	A provisional ballot is given to a voter whose voter eligibility cannot be immediately established. These ballots will not be counted until after the election. Provisional Judges work in bipartisan teams and with an Elections staff member to review information from the Secretary of State’s statewide voter registration database and verify the eligibility of each provisional ballot cast.
Position Qualifications	<ul style="list-style-type: none"> ▪ Experience learning in a fast paced compliant driven environment ▪ Ability to apply knowledge consistently ▪ Must have keen attention to detail ▪ Must be willing to have flexible schedule after Election day and for up to 10 days (we do not know how many /if any provisional ballots will be cast) ▪ Able to follow written and verbal direction
Position Requirements	<ul style="list-style-type: none"> ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All subject to change and dependent on volume of ballots; flexibility is required	<ul style="list-style-type: none"> • Training: November 4, 2016 1:30 PM to 4:30 PM • November 9 – 10:30 AM until complete • November 10 – 9:30 AM until complete (if necessary) • November 11 – 9:30 AM until complete (if necessary) • November 15 – 9:30 AM until complete (if necessary) • November 16 – 4:30 PM until complete (if necessary) • November 18 – 9:30 AM until complete (if necessary)

Signature Verification

What you will be doing	Ensuring the signature on the ballot envelope matches the electronic signature in a voter’s voter registration file.
Position Qualifications	<ul style="list-style-type: none"> ▪ Comfortable sitting and viewing a computer monitor for hours ▪ Ability to concentrate during a repetitive task ▪ Ability to apply knowledge consistently ▪ Able to remain focused during repetitive task
Position Requirements	<ul style="list-style-type: none"> ▪ Must be able to read a computer screen ▪ Experience learning in a fast paced compliant driven environment ▪ Ability to apply knowledge consistently ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All subject to change and dependent on volume of ballots; flexibility is required	<p>Team Purple</p> <ul style="list-style-type: none"> ▪ Fri. October 21: 8:30 am to 4 pm ▪ Wed. October 26: 10:45 am to 5 pm ▪ Thur. October 27: 10:45 am to 5 pm ▪ Fri. October 28: 10:45 am to 5 pm ▪ Wed. November 2: 10:45 am to 5 pm ▪ Thur. November 3: 10:45 am to 5 pm ▪ Sun. November 6: 6:30 pm to Done - Tentative day ▪ Tue. November 8: 5 pm to Done

Visual Inspection Lead

What you will be doing	<ul style="list-style-type: none"> ▪ Inspect ballots and separate damaged ballots into unique batch for scanning ▪ Prep ballots for scanning ▪ Follow directions adhering to strict protocol
Position Qualifications	<ul style="list-style-type: none"> ▪ Learn and apply knowledge quickly and follow directions ▪ Focus during a repetitive task ▪ Able to complete job duties in a fast paced environment
Position Requirements	<ul style="list-style-type: none"> ▪ Full use of hands and fingers ▪ Sit for extended periods of time ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<p>TEAM PURPLE:</p> <ul style="list-style-type: none"> ▪ Tue. October 25: 12:30 pm to 5:30 pm ▪ Wed. October 26: 9:30 am to 5 pm ▪ Fri. October 28: 12:30 pm to 5 pm ▪ Sat. October 29: 11:15 am to between 3 and 5 pm ▪ Wed. November 2: 11:15 am to 5 pm ▪ Thur. November 3: 12:15 pm to 5 pm ▪ Sat. November 5: 2:15 to 8 pm ▪ Sun. November 6: 6:30 pm to Done ▪ Tue. November 8: 5:30 pm to Done

Visual Inspection Workers

What you will be doing	<ul style="list-style-type: none"> ▪ Inspect ballots and separate damaged ballots into unique batch for scanning ▪ Prep ballots for scanning ▪ Follow directions adhering to strict protocol
Position Qualifications	<ul style="list-style-type: none"> ▪ Learn and apply knowledge quickly and follow directions ▪ Focus during a repetitive task ▪ Able to complete job duties in a fast paced environment
Position Requirements	<ul style="list-style-type: none"> ▪ Full use of hands and fingers ▪ Sit for extended periods of time ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<p>TEAM PURPLE:</p> <ul style="list-style-type: none"> ▪ Tue. October 25: 1:30 pm to 5:30 pm ▪ Wed. October 26: 9:30 am to 5 pm ▪ Fri. October 28: 1 pm to 5 pm ▪ Sat. October 29: 11:30 am to between 3 and 5 pm ▪ Wed. November 2: 11:30 am to 5 pm ▪ Thur. November 3: 12:30 pm to 5 pm ▪ Sat. November 5: 2:30 to 8 pm ▪ Sun. November 6: 6:30 pm to Done – Tentative and will confirm on Fri or Sat ▪ Tue. November 8: 6 pm to Done

Voter Service Polling Center (VSPC) Judge -

What you will be doing	Assisting voters with all facets of election customer service including but not limited to: in-person voting, issuing replacement ballots, printing ballots, updating voter registration and registering voters in a specialized computer program, and assisting with machine voting
Position Qualifications	<ul style="list-style-type: none"> ▪ Experience learning in a fast paced compliant driven environment ▪ Ability to apply knowledge consistently ▪ Experience with MS Office and basic knowledge of moving through computer screens and programs ▪ Accurate and quick data entry on a laptop (ensuring timely service to voters) / data entry test to be given ▪ Able to follow written and verbal direction ▪ Flexibility to work at every VSPC site and to move between sites when needed
Position Requirements	<ul style="list-style-type: none"> ▪ Must have clean driving record and ability to drive own vehicle ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Various locations within Boulder County; must be willing to work where needed
Days and Hours: All subject to change and dependent on volume of ballots; flexibility is required	<ul style="list-style-type: none"> ▪ Various locations within Boulder County; <u>must be willing to work where needed as work location is dependent on need.</u> ▪ Training is required and will start on one of the following dates: Oct. 17, Oct 24 or Oct 31. Training takes 4 days, 5 hours each day (8:00 a.m. to 1:00 p.m.). Once you commit to a training date you will be committing from the training through Nov. 8; between hours 7:30 a.m. to 6:30 p.m. and 6:30 am to 7:30 p.m. on Election Day. Some Saturdays mornings will be required for some staff. ▪ For Ballot Box work only: must commit to Fri. Nov. 4 through Nov. 8 and these people may not need interview unless we want VSPC staff to interview.

WORKER POSITIONS: These positions require bi-partisanship and will include people from all political parties including Unaffiliated

Courier:

What you will be doing	<ul style="list-style-type: none"> ▪ Drive around Boulder County on specific routes, picking up ballots from VSPC (Voter Service Polling Center) and ballot drop off locations ▪ Follow strict protocol to ensure chain of custody in returning ballots to main office
Position Qualifications	<ul style="list-style-type: none"> ▪ Requires driving for the County and must have a clean driving record ▪ Work well in a bi-partisan team ▪ Proficient in using an iPad or Tablet and comfortable using Apps ▪ Must be able to perform tasks quickly and accurately and follow strict protocol ▪ Must be willing to be flexible when/if routes change ▪ Attention to detail and accuracy required
Position Requirements	<ul style="list-style-type: none"> ▪ Must be able to lift and carry boxes that are at least 45lbs ▪ Ability to squat/kneel repeatedly ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Start at Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Must commit to all shifts within team due to training	<p>TEAM ORANGE: Three teams (6 people)</p> <ul style="list-style-type: none"> • Fri. October 21: 8 am to 12 noon • Mon. October 24 through Fri. October 28: 7:30 am to 12:00 pm • Sat. October 29: 7:45 am to 12:00 pm

	<ul style="list-style-type: none"> • Mon. October 31 through – Thur. November 3: 7:30 am to 2:30 pm • Fri. November 4: 7:30 am to 5:30 pm • Sat. November 5: 7:45 am to 2 pm (only 2 people (1 team) are needed) • Mon. – November 7: 7:45 am to 6:30 pm • Tue. – November 8: 7 am to 9 pm <p>TEAM BLACK</p> <ul style="list-style-type: none"> • Mon. November 7: 7:45 am to 6:30 pm • Tue. November 8: 7 am to 9 pm
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Drive-by Ballot Drop-off worker:

What you will be doing	Accepting ballot envelopes from drivers, ensuring envelopes are signed, and providing an 'I Voted' sticker to voters at drive-up locations
Position Qualifications	<ul style="list-style-type: none"> ▪ Willing and able to move fast and be on your feet for a full shift ▪ Enjoy being outside in all kinds of weather (shifts are never canceled) ▪ Lead position required to have a valid driver's license with clean driving record and will use their own car to transport equipment ▪ Must work the entire day
Position Requirements	<ul style="list-style-type: none"> ▪ Able to be on feet and accept ballots from voters for an entire shift ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	VARIED LOCATIONS: Boulder, Longmont, Lyons and Nederland
Days and Hours	<p>TRAINING – PICK ONE OF 2 DAYS – Everyone should attend one of the days.</p> <p>Wed. Nov 2- 5 to 6 pm OR</p> <p>Thur. Nov 3 – 5 to 6 pm</p> <ul style="list-style-type: none"> ▪ Fri. November 4: 7:45 a.m. to 6 or approximately 6:30 p.m. depending on position ▪ Sat. November 5: 7:45 a.m. to 6 or approximately 6:30 p.m. depending on position ▪ Mon. November 7: 7:45 a.m. to 6 or approximately 6:30 p.m. depending on position ▪ Tue. November 8: 6:45 a.m. to 7 or approximately 7:30 p.m. depending on position

Extraction Lead:

What you will be doing	<ul style="list-style-type: none"> ▪ Support Extraction teams to fulfill their duties accurately and timely ▪ Count ballots to create a batches of 150 and then recount if necessary ▪ Will assist in other areas of ballot processing when needed
Position Qualifications	<ul style="list-style-type: none"> ▪ Follow directions adhering to strict protocol ▪ Move with speed and accuracy ▪ Able to focus during repetitive task
Position Requirements	<ul style="list-style-type: none"> ▪ Must be able to use both hands and fingers in a repetitive movement ▪ Must be able to alternate between sitting or standing for extended periods of time ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<p>TEAM ORANGE</p> <ul style="list-style-type: none"> ▪ Tue. October 25: 10:30 am to 5 pm ▪ Wed. October 26: 9:30 am to 5 pm ▪ Thur. October 27: 10:30 am to 5 pm ▪ Mon. October 31: 9:30 am to between 3 and 5 pm ▪ Tue. November 1: 10 am to 5 pm

	<ul style="list-style-type: none"> ▪ Fri. November 4: 9:15 am to 5 pm ▪ Sat. November 5: 10:15 am to 8 pm ▪ Sun. November 6: 2 pm to Done - Tentative and will confirm on Fri or Sat ▪ Mon. November 7: 1:45 pm to 8 pm ▪ Tue. November 8: 10:45 am to 9:15 pm ▪ Wed. November 9: 1:45 pm to 7:15 pm 7:30 am to 5 pm (revised 9/26/16)
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Extraction Prep:

What you will be doing	<ul style="list-style-type: none"> ▪ Count ballots to create a batches of 150 and then recount if necessary ▪ Will assist in other areas of ballot processing when needed
Position Qualifications	<ul style="list-style-type: none"> ▪ Follow directions adhering to strict protocol ▪ Move with speed and accuracy ▪ Able to focus during repetitive task
Position Requirements	<ul style="list-style-type: none"> ▪ Must be able to use both hands and fingers in a repetitive movement ▪ Must be able to alternate between sitting or standing for extended periods of time ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	TEAM PURPLE: <ul style="list-style-type: none"> ▪ Tue. October 25: 11 am to 5 pm ▪ Wed. October 26: 9:30 am to 5 pm ▪ Fri. October 28: 10:30 am to 5 pm ▪ Sat. October 29: 10:30 am to between 3 and 5 pm ▪ Tue. November 2: 10 am. to 5 pm ▪ Wed. November 3: 9:45 am to 5 pm ▪ Sun. November 6: 6:30 pm to Done – Tentative and will confirm on Fri or Sat ▪ Tue. November 8: 6 pm to Done

Extraction Operator:

What you will be doing	<ul style="list-style-type: none"> ▪ Operating machine equipment to open ballot envelopes for ballot extraction ▪ Monitoring ballot envelope counts to create batches of 150 ▪ Willingness to assist in other areas of ballot processing when needed
Position Qualifications	<ul style="list-style-type: none"> ▪ Follow directions adhering to strict protocol ▪ Move with speed and accuracy ▪ Able to focus during repetitive task
Position Requirements	<ul style="list-style-type: none"> ▪ Must be able to use both hands and fingers in a repetitive movement ▪ Must be able to alternate between sitting or standing for extended periods of time ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	TEAM PURPLE: <ul style="list-style-type: none"> ▪ Tue. October 25: 11 am to 5 pm ▪ Wed. October 26: 9:30 am to 5 pm ▪ Fri. October 28: 11 am to 5 pm ▪ Sat. October 29: 11 am to between 3 and 5 pm ▪ Wed. November 2: 10:30 am to 5 pm ▪ Thur. November 3: 10:30 am to 5 pm ▪ Sun. November 6: 6:30 pm to Done- Tentative and will confirm on Fri or Sat ▪ Tue. November 8: 6 pm to Done

Extraction Runner

What you will be doing	<ul style="list-style-type: none"> ▪ Moving ballot trays from extraction to ballot prep ▪ Loading extraction machine with ballot envelopes ▪ Willingness to assist in other areas of ballot processing when needed
Position Qualifications	<ul style="list-style-type: none"> ▪ Basic math skills ▪ Able to focus during repetitive tasks and work quickly ▪ Follow directions adhering to strict protocol ▪ Full use of hands and fingers
Position Requirements	<ul style="list-style-type: none"> ▪ Must be able to use both hands and fingers in a repetitive movement ▪ Must be able to alternate between sitting or standing for extended periods of time ▪ Must be able to lift and carry 10-15 lb trays of envelopes repeatedly throughout the shift ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<p>TEAM PURPLE:</p> <ul style="list-style-type: none"> ▪ Tue. October 25: 11 am to 5 pm ▪ Wed. October 26: 9:30 am to 5 pm ▪ Fri. October 28: 11 am to 5 pm ▪ Sat. October 29: 11 am to between 3 and 5 pm ▪ Wed. November 2: 10:30 am to 5 pm ▪ Thur. November 3: 10:30 am to 5 pm ▪ Sun. November 6: 6:30 pm to Done - Tentative and will confirm on Fri or Sat ▪ Tue. November 8: 6 pm to Done

Separation Workers

What you will be doing	<ul style="list-style-type: none"> ▪ Remove ballots from secrecy sleeve ▪ Unfolding ballots and prepping for scanning ▪ Follow directions adhering to strict protocol
Position Qualifications	<ul style="list-style-type: none"> ▪ Able to focus during repetitive tasks and work quickly
Position Requirements	<ul style="list-style-type: none"> ▪ Full use of hands and fingers ▪ Must be able to alternate between sitting or standing for extended periods of time ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<p>TEAM ORANGE:</p> <ul style="list-style-type: none"> ▪ Tue. October 25: 1 pm to 5:30 pm ▪ Wed. October 26: 9:30 am to 5 pm ▪ Thur. October 27: 12 noon to 5 pm ▪ Mon. October 31: 10:15 am to between 3 and 5 pm ▪ Tue. November 1: 11:30 am to 5 pm ▪ Fri. November 4: 10:30 am to 5 pm ▪ Sat. November 5: 12 noon to 8 pm ▪ Sun. November 6: 3 pm to Done - Tentative and will confirm on Fri or Sat ▪ Mon. November 7: 3 pm to 8 pm ▪ Tue. November 8: 1 pm to 7 pm ▪ Wed. November 9: 3 pm to 7:45 pm 8:45 am to 5 pm or Done <p>TEAM PURPLE:</p> <ul style="list-style-type: none"> ▪ Tue. October 25: 1 pm to 5:30 pm ▪ Wed. October 26: 9:30 am to 5 pm ▪ Fri. October 28: 11:30 am to 5 pm

	<ul style="list-style-type: none"> ▪ Sat. October 29: 11:15 am to between 3 and 5 pm ▪ Wed. November 2: 11:30 am to 5 pm ▪ Thur. November 3: 11 am to 5 pm ▪ Sat. November 5: 12 noon to 8 pm ▪ Sun. November 6: 6:30 pm to Done - Tentative and will confirm on Fri or Sat ▪ Mon. November 7: 3 pm to 8 pm ▪ Tue. November 8: 6 pm to Done
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Machine ‘Sweeper’ (Sweeper is a term used to remove ballots from a machine)

What you will be doing	<ul style="list-style-type: none"> • Assist the ballot sorting machine team by gathering and stacking ballots as they come off the machine. This can be very fast paced.
Position Qualifications	<ul style="list-style-type: none"> ▪ Willing and able to move fast and be on your feet for a full shift ▪ Experience with assembly work is valuable ▪ Work in a fast paced environment ensuring accuracy and safety
Position Requirements	<ul style="list-style-type: none"> ▪ Stand for extended periods of time ▪ Lift and carry 20 lb trays of ballots ▪ Bend at the waist and use both hands and fingers to grasp ballots ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<p>TEAM ORANGE:</p> <ul style="list-style-type: none"> ▪ Wed. November 2: 10 am to 5 pm ▪ Thu. November 3: 10 am to 5 pm ▪ Mon. November 7: 10 am to 8 pm ▪ Tue. November 8: 10 am to 6:30 pm

Scanners:

What you will be doing	<ul style="list-style-type: none"> ▪ Prepping ballots for scanning ▪ Tracking down ballots for the resolution teams from ballot boxes ▪ Conducting research, documenting scan room activities in reports and reconciling reports, and additional duties
Position Qualifications	<ul style="list-style-type: none"> ▪ Able to learn very quickly and follow strict protocol, basic math skills ▪ Attention to detail and work well in a team
Position Requirements	<ul style="list-style-type: none"> ▪ Full use of hands and fingers; able to perform tasks quickly ▪ Must be able to stand and walk for entire shift ▪ Must be able to lift and carry trays up to 20 lbs ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<ul style="list-style-type: none"> ▪ Wed. October 26: 9:30 am to 6 pm ▪ Mon. October 31: 8:30 am to 3 pm ▪ Wed. November 2: 9:30 am to Done (plan for around 7 pm) ▪ Fri. November 4: 9:30 am to Done (plan for around 5 pm) ▪ Sun. November 6: 9:30 am to Done (plan for around 5 pm) ▪ Mon. November 7: 5:30 pm to 11:30 pm ▪ Tue. November 8: 4:00 pm to Done (plan for at least 2 am) ▪ Wed. November 9: 10 am to Done

Reception of Ballot Boxes worker

What you will be doing	<ul style="list-style-type: none"> Driving to post office Monday-Saturday with a bi-partisan team member to bring ballots back to the office Following chain of custody procedures; prepare ballot envelopes for processing Willingness to work in other areas as directed
Position Qualifications	<ul style="list-style-type: none"> Requires driving for the County and must have a clean driving record Basic math skills and ability to move quickly Proficient in using an iPad or Tablet and comfortable using Apps Must be able to focus during repetitive tasks Full use of hands and fingers and ability to lift or move boxes up to 30 lbs Must be able to stand and lean over a table for extended periods of time
Position Requirements	<ul style="list-style-type: none"> Full use of hands and fingers and ability to lift and/or move boxes at least 45 lbs Must be able to stand and lean over a table for extended periods of time Requires driving for the County and must have a clean driving record Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<p>TEAM ORANGE:</p> <ul style="list-style-type: none"> Fri. October 21: 8:30 am to 12 noon or done Mon. October 24: 9:30 am to 5 pm Tue. October 25: 9:30 am to 5 pm Wed. October 26: 9:30 am to 5 pm Sat. October 29: 9:30 am to 12 noon Mon. October 31: 9:30 am to 2 pm Fri. November 4: 9:30 am to 5 pm Sat. November 5: 9:30 am to 2:30 pm Sun. November 6: 10 am to 4 pm – Schedule is tentative and will be decided on Fri. or Sat. Mon. November 7: 9:30 am to 4:30 pm Tue. November 8: 9:30 am to 5:30 pm <p>TEAM PURPLE:</p> <ul style="list-style-type: none"> Fri. October 21: 8:30 am to 12 noon or done Mon. October 24: 9:30 am to 5 pm Thur. October 27: 9:30 am to 5 pm Fri. October 28: 9:30 am to 5 pm Tue. November 1: 10 am to 5 pm Wed. November 2: 9:30 am to 5 pm Thur. November 3: 9:30 am to 5 pm Tue. November 8: 5pm to Done (plan for very very late night)

Resolution Operator worker: UAF or other party that is not Dem or Rep

What you will be doing	Operating a computer program following protocol to support the Resolution Judges who will determine voter intent using CO Secretary of State guidelines
Position Qualifications	<ul style="list-style-type: none"> 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
Position Requirements	<ul style="list-style-type: none"> Experience working on computer and moving between screens Follow written and verbal instructions Able to sit for long periods of time

	<ul style="list-style-type: none"> ▪ Must be an UAF voter (not registered with any party) ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: All times subject to change as hours of work are dependent on volume of ballots returned. Flexibility required as we cannot guarantee hours.	<ul style="list-style-type: none"> ▪ Wed. October 26: 11 am to 4 pm ▪ Mon. October 31: 10 am to done (plan for 2 pm) ▪ Wed. November 2: 10 am to Done (plan for around 4 pm) ▪ Fri. November 4: 10 am to Done (plan for around 3 pm) ▪ Sun. November 6: 10 am to Done (plan for around 4 pm) ▪ Mon. November 7: 5:30 pm to 9:30 pm ▪ Tue. November 8: 4:30 pm to Done (plan for at least 2 am) ▪ Wed. November 9: 10 am to Done

Warehouse worker

What you will be doing	<p>A variety of duties that will support election functions including and not limited to:</p> <ul style="list-style-type: none"> ▪ Setting up Voter Service Polling Centers ▪ Testing equipment ▪ Courier duties ▪ Prepping supplies and making and putting up signage
Position Qualifications	<ul style="list-style-type: none"> ▪ Proficient with computers, hardware and software installation and troubleshooting ▪ Able to bend, lift and stand for extended periods of time ▪ Friendly and outgoing with good customer service skills ▪ Ownership of a cell phone (will receive stipend for use)
Position Requirements	<ul style="list-style-type: none"> ▪ Must have a valid driver’s license and a good driving record ▪ Ability to lift and carry up to 75 lbs ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours:	<ul style="list-style-type: none"> ▪ Begin ASAP <ul style="list-style-type: none"> ○ Hours are dependent on need (could be 20-40 hours some weeks). Around Election Day will be significantly longer. Some weekends may be required also.

Additional Information

- 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. A check will be mailed to you.
- Must complete all paperwork before start date in order to be paid.
- All employees must join PERA (Public Employees Retirement Association); 8% of your check will go towards PERA. You are welcome to request the money back from PERA after you receive your last paycheck. PERA refund could take 30-90 days.
- Personal items such as cell phones, purses, backpacks, jackets etc. need to be stored away from your work area while you work.

How to inquire or apply for a Position

1. Email electionpositions@bouldercounty.org
Please provide the following information in your email:
 - ✓ Name
 - ✓ Contact phone number
 - ✓ Position(s) you are interested in
 - ✓ Your registered party affiliation (many positions require bi-partisan teams)
 - ✓ Which positions interest you
 - ✓ What questions you have
2. We will follow up and a phone call is required.