



**County of Lancaster
Pennsylvania
Poll Worker Fact Sheet**

Requirements

- Must be a registered voter in Lancaster County.
- Candidates that wish to run for the positions of Judge of Election and Inspector of Election must be registered in the precinct where they seek to be elected.

Position	Day Rate	Additional Compensation
Judge of Election	\$160	\$10 training class attendance Mileage (\$.58 /mile) for delivery of returns on Election Night <i>Day rate includes picking up supplies and delivering returns</i>
Majority Inspector	\$110	\$10 training class attendance
Minority Inspector	\$110	\$10 training class attendance
Clerk	\$100	\$10 training class attendance
Half-Day Clerk	\$50	\$10 training class attendance
Machine Inspector	\$100	\$10 training class attendance
Half-Day Machine Inspector	\$50	\$10 training class attendance

Time Investment²

One Month Prior to an Election	<ul style="list-style-type: none"> • Training Session <ul style="list-style-type: none"> ○ 90 Minute class for returning Poll Workers ○ Mandatory three-hour class for new Judges and Inspectors
Saturday Prior to an Election	<ul style="list-style-type: none"> • Supply pick-up at Election Office
Monday Prior to an Election	<ul style="list-style-type: none"> • Voting area set-up at precinct location
On Election Day	From approximately 6:30 A.M. through 9:30 P.M. <ul style="list-style-type: none"> • Assist voters with processing ballots • Assist after polls close at 8:00 P.M. with vote tally • Restore room and secure machines for pick up • Delivery of returns at designated collection center

Training Sessions

Classroom instruction for Judges and Inspectors provides crucial information on the particular election and review of voter processing procedures.

Training sessions are held at:

Lancaster County Public Safety Training Center
101 Champ Blvd
Manheim, PA 17545

Job Descriptions

Judge of Election

1. An elected position for a term of four years. If a vacancy occurs during the term of office, an eligible individual may petition the court for appointment to fill the unexpired term. In the event of a vacancy due to resignation, retirement or other reason, the Board of Elections will find substitutes and appoint the substitutes five days prior to an election.
2. Contact Poll Workers at least one month prior to an election to ensure sufficient staffing.
3. Attend a County Board of Elections training session.
4. Contact the polling location at least two weeks prior to an election to arrange a mutually convenient time to access the polling area for site preparation.
5. Pick-up Election Day supplies at the Election Office located at 150 North Queen, Lancaster.
6. Administer the Oath of Office to Poll Workers after sworn in by the Minority Inspector.
8. Assign tasks to Poll Workers:
 - a. Registration table
 - b. Ballot distribution
 - c. Voter processing duties as necessary
10. Ensure all qualified voters can have the opportunity to cast ballots until 8:00pm.
11. Direct the flow of voters, answer questions and general oversight of the voting area.
12. After the official close of polls, and with the assistance of other Poll Workers: tally ballots cast, ensure all required documents are signed, dismantle and secure voting equipment, and return room to original status.

Additional Responsibilities:

- Set-up, operation and closing of the polling place
- Compliance with election law concerning postings and voter processing
- Delivery of completed returns to a designated location at the end of the day

Majority Inspector

1. An elected position for a term of four years. If a vacancy occurs during the term of office, an eligible individual may petition the court for appointment to fill the unexpired term. In the event of a vacancy due to resignation, retirement or other reason, the Board of Elections will find substitutes and appoint the substitutes five days prior to an election.
2. Appoint a Majority Clerk, in the event of a vacancy.
3. Attend a County Board of Elections training session.
4. Assist with setting up the polling place the Monday before an election.
5. Perform duties as assigned by the Judge of Election.

Minority Inspector

1. An elected position for a term of four years. If a vacancy occurs during the term of office, an eligible individual may petition the court for appointment to fill the unexpired term. In the event of a vacancy due to resignation, retirement or other reason, the Board of Elections will find substitutes and appoint the substitutes five days prior to an election.
2. Appoint a Minority Clerk in the event of a vacancy.
3. Attend a County Board of Elections training session.
4. Assist with setting up the polling place the Monday before an election.
5. Retain Envelope B, which contains a set of the election returns, for a period of one year.
6. Administer the Oath of Office to the Judge of Election on Election Day before polls open.
7. Perform duties as assigned by the Judge of Election.

Majority / Minority Clerks

1. Appointed by Majority / Minority Inspectors in the event of a vacancy.
2. Instructed by the Judge of Election of Election Day procedures.
3. Assist with setting up the polling place the Monday before an election.
4. Perform duties as assigned by the Judge of Election.

Machine Inspector

1. Serves as an addition to a precinct when two or more voting machines are in use.
2. Appointed at the request of the Judge of Election.
3. Attend a County Board of Elections training session.
4. Assist with setting up the polling place the Monday before an election.
5. Perform duties as assigned by the Judge of Election.

Pennsylvania Constitution

Article VII

Elections

Election Officers

Section 11.

District election boards shall consist of a judge and two inspectors, who shall be chosen at municipal elections for such terms as may be provided by law. Each elector shall have the right to vote for the judge and one inspector, and each inspector shall appoint one clerk. The first election board for any new district shall be selected, and vacancies in election boards filled, as shall be provided by law. Election officers shall be privileged from arrest upon days of election, and while engaged in making up and transmitting returns, except upon warrant of a court of record or judge thereof, for an election fraud, for felony, or for wanton breach of the peace. In cities they may claim exemption from jury during their terms of service.

Disqualifications for Service as Election Officer

Section 12.

No person shall be qualified to serve as an election officer who shall hold, or shall within two months have held any office, appointment or employment in or under the government of the United States, or of this State, or of any city, or county, or of any municipal board, commission or trust in any city, save only notaries public and persons in the National Guard or in a reserve component of the armed forces of the United States; nor shall any election officer be eligible to any civil office to be filled at an election at which he shall serve, save only to such subordinate municipal or local offices, below the grade of city or county offices, as shall be designated by general law.