



## TAYLOR COUNTY ELECTIONS ADMINISTRATION

Freda Ragan, Elections Administrator

---

400 Oak Street, Suite 101, Abilene, Texas 79602

325.674.1216 | 325.614.1340 (fax) |

freda.ragan@taylorcounty.texas.gov

### ELECTION WORKER INFORMATION

Thank you for your interest in serving as an election worker. The Taylor County Elections Administration Department is constantly seeking individuals to assist in conducting Ballot by Mail, Early Voting, and Election Day voting. Below you will find a short job description of each position an Election Worker may be assigned to and job requirements for serving as an election worker. If, after reading the job description and job requirements, you are still interested in serving as an Election Worker, please complete the attached Election Worker Application.

#### JOB DESCRIPTION (*Varies by Position*):

- **Presiding Judge:** Responsible for the overall conduct of voting at the polling place, handles all paperwork, assist voters, organizes team, works Election Day
- **Alternate Judge:** Assists Presiding Judge with any tasks assigned, assist voters, serves as Presiding Judge if the Presiding Judge is unable to perform duties, works Election Day
- **Clerk:** Assists voters, works with Presiding Judge and Alternate Judge with tasks assigned, works Election Day
- **Early Voting Lead Clerk:** Same description as Presiding Judge, but works within the time period of Early Voting, reports directly to Elections Administrator
- **Early Voting Clerk:** Same description as Clerk, but works within the time period of Early Voting, and works with Early Voting Lead Clerk on tasks assigned
- **Ballot Board:** Qualify and prepares Ballots by Mail for tabulation, verifies voter signatures, reviews provisional ballots, works after the close of Early Voting through Election Day, may come in after Election Day to review late ballots and provisional ballots

#### JOB REQUIREMENTS:

- Be a registered voter in Taylor County.
- Excellent interpersonal skills in order to interact, cooperate, and deal effectively with coworkers, voters, poll watchers, electioneers, and the public.
- Strong verbal and written communication skills.
- Ability to read, comprehend and follow Texas Election Laws and instructions given by the Taylor County Elections Administrator.
- Ability to recognize election issues and promptly report any issue to the appropriate person.
- Occasionally lift and carry objects weighing up to 30 pounds (e.g. election equipment, ballots, supply boxes, etc.).
- Ability to stand and sit for extended periods.
- Basic computer skills and/or familiarity with technology.
- Attention to detail.
- Ability to work long shifts, weekends, and rotating schedules.
- Ability to travel to polling locations.

# ELECTION WORKER APPLICATION

NAME: \_\_\_\_\_  
                    First                                      Nickname                                      Middle                                      Last                                      Suffix

RESIDENCE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF BIRTH (Used to verify Voter Registration): \_\_\_\_\_

---

Circle One

**1. Do you have any prior experience working as an Election Worker in another county or jurisdiction?**                                      YES                                      NO

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

**2. For placement as a worker during Primary Elections, do you have a political party affiliation?**                                      YES                                      NO

If yes, please specify: \_\_\_\_\_

**3. Are you fluent in any language(s) other than English?**                                      YES                                      NO

If yes, please specify: \_\_\_\_\_

**4. Are you a registered voter?**                                      YES                                      NO

If no, please explain: \_\_\_\_\_

**5. Please check the position(s) you are willing to work (See cover page for descriptions):**

- Presiding Judge - \$18.00 per hour
- Alternate Judge - \$14.00 per hour
- Clerk - \$14.00 per hour
- Early Voting Lead Clerk - \$14.00 per hour
- Early Voting Clerk - \$14.00 per hour
- Ballot Board - \$15.00 per hour

**\*Early Voting Period will run for 7-12 days with various work hours.**

**\*Election Day – One day for 14-15 hours**

**6. Please check the election(s) you would be willing to work:**

- Primary Elections (March)
- Primary Runoff Elections (May)
- City/School Elections (May)
- General/Constitutional Amendment Elections (November)
- Special (Varies)

**7. Please tell us anything else you would like us to know here: \_\_\_\_\_**

---

---

---

**8. Please read and sign below:**

I understand that, once submitted, this application will be shared with the Taylor County Party Chair of the party I indicated in question two in order to assist the party in their recruitment of Election Workers for Primary Elections and General Elections to elect candidates to federal, state, and county positions. If no party affiliation is indicated, your application will be shared with all Taylor County Party Chairs.

Furthermore, I certify that the information in this application and any attachments is accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application by mail, hand delivery, fax, or email to:**

Taylor County Elections Administration  
400 Oak Street, Suite 101  
PO Box 3318  
Abilene, TX 79602  
325-674-1216  
325.674.1340 (fax)  
[freda.ragan@taylorcounty.texas.gov](mailto:freda.ragan@taylorcounty.texas.gov)