



BOULDER COUNTY

2019 Coordinated Election

Judge and Worker Positions

Steps to Follow

Step 1 Review the [Job Positions Available](#) (all positions are temporary and pay \$15.98/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 Democratic parties

List of Judge Positions: Descriptions and details provided below

- Adjudication Judge – Position filled
- Courier – Position filled
- Health Care Facility Judge – Position filled
- Signature Verification Judge – Position filled
- Visual Inspection Judge – Need 2 people registered with the Republican party to ensure bi-partisanship
- Voter Service Polling Center (VSPC) Judge - Need 2 people registered with the Republican party to ensure bi-partisanship

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

List of Worker Positions: Descriptions and details provided below

- Check In/Out - Position filled
- Ballot Sorting Machine
 - Assistant – Position filled
 - Lead - – on Hold
 - Operator – Position filled
- Drive-by Ballot Drop Off
- Extraction – Position filled
- Flattening – Position filled
- Scanning – Position filled
- Reception of Ballot boxes and machine sweeper – Position filled
- Adjudication Computer Operator – Position filled

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

Adjudication Judge

What you will be doing	While working as part of a bipartisan team, you will be determining the intent of a vote based on rules from the Secretary of State Office. Training will be provided.
Position Qualifications	<ul style="list-style-type: none"> ▪ Ability to learn in a fast-paced and compliance-driven environment. ▪ Able to apply knowledge consistently and follow direction. ▪ Remain focused during repetitive task.
Position Requirements	<ul style="list-style-type: none"> ▪ Must be able to comfortably read a computer screen for extensive periods of time (the entire shift). ▪ You must commit to all shifts including training shifts. This is critical as you will have extensive training and work in bi-partisan teams. ▪ Election night might be an all-night shift. ▪ Must pass a criminal background check; no fraud or election fraud or election offense.
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<ul style="list-style-type: none"> ▪ Fri. Oct. 25: 11:30 am to 6:15 pm or until done ▪ Thur. Oct. 31: 12:30 pm to 3 pm or until done ▪ Fri. Nov. 1: 12:30 pm to 5:15 pm or until done ▪ Sun. Nov. 3: 12:30 pm to 5:15 pm. or until done ▪ Mon. Nov. 4: 4:30 pm to 11:15 pm or until done ▪ Tue. Nov. 5: 6:30 pm to 1:30 am or until done ▪ Wed. Nov. 6: 9 am to 5:15 pm or until done ▪ Thur. Nov 14: 10: 30 to 4 pm or until done –

Courier:

What you will be doing	<p>This position is accountable for picking up ballots from Voter Service Polling Centers, 24 hour ballot drop boxes and possibly USPS. You will work in a bi-partisan team and following specific routes and timing for pickup and delivery back to our main office on 33rd St in Boulder.</p> <p>You may also be asked to deliver supplies to Voter Service Polling Centers located throughout Boulder County. At each point, you will need to follow the protocol for chain of custody of ballots (you will receive training on this).</p>
Position Qualifications	<ul style="list-style-type: none"> ▪ A good driving record and we will verify. ▪ Ability to comfortably and quickly use an iPad or tablet and associated apps. ▪ Willingness to work with your team member (who will be of a different political party) ▪ Flexibility – routes or teammates may change midstream.
Position Requirements	<ul style="list-style-type: none"> ▪ You'll need to be able to lift and carry ballot boxes that can weigh as much as 45 pounds without assistance. ▪ The job also involves a lot of squatting and kneeling to empty the 24 hour ballot boxes. ▪ Manual dexterity is required to deal with the wire seals used to secure boxes ▪ Must pass a criminal background check; no fraud or election fraud or election offense
Work Location	Start at Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO

<p>Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required</p>	<p>Gray Team:</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 28: 7:15 am to 12 noon or until done ▪ Tue. Oct. 29: 7:15 am to 12 noon or until done ▪ Wed. Oct. 30: 7:15 am to 12 noon or until done ▪ Thur. Oct. 31: 7:15 am to 12 noon or until done ▪ Fri. Nov. 1: 7:15 am to 3 pm or until done ▪ Sat. Nov 2: 7:30 am to 11 am or until done ▪ Sun. Nov. 3: 8 am to 1 pm or until done ▪ Mon. Nov. 4: 7:30 am to 3 pm or until done ▪ Tue. Nov. 5: 7 am to 9 pm or until done
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Health Care Facilities Judge

<p>What you will be doing</p>	<p>As part of a group of Election Judges (and your assigned bipartisan partner) you will be delivering ballots to individuals living in residential care facilities. You will provide secure ballot delivery and neutral voter assistance when requested by residents.</p>
<p>Position Qualifications</p>	<ul style="list-style-type: none"> ▪ Ability to interact successfully with residents, using a calm and patient demeanor. ▪ Respectful and professional interaction with facility staff. ▪ Willingness to follow directions from team leads (and Boulder County staff) while meeting all election compliance rules and statutes. ▪ A Colorado driver’s license with a clean driving record and willingness to drive a County vehicle.
<p>Position Requirements</p>	<ul style="list-style-type: none"> ▪ You may be asked to lift and carry ballot boxes that could weigh up to 30 pounds. ▪ Must pass a criminal background check; no fraud or election fraud or election offense
<p>Work Location</p>	<p>Start at Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO and drive to various Health Care Facilities around the county</p>
<p>Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required</p>	<p>Hours and Dates to be determined: Need to be available with flexibility between Oct. 9 and Nov. 5</p>

Signature Verification Judge

<p>What you will be doing</p>	<p>Ensuring the signature on the ballot envelope matches the electronic signature in a voter’s voter registration file. You may be asked to do other jobs pertaining to the Signature Verification process, such as researching signature issues.</p>
<p>Position Qualifications</p>	<ul style="list-style-type: none"> ▪ You must be comfortable sitting and viewing a computer monitor for the entire shift. ▪ Ability to remain focused when the task is repetitive. ▪ Able to apply knowledge consistently and quickly. ▪ Keyboard accuracy and speed is required.

Position Requirements	<ul style="list-style-type: none"> ▪ If your eyes tire easily or you get headaches from extensive computer work, this job is not recommended. It is a very fast-paced job. ▪ Must pass a criminal background check; no fraud or election fraud or election offense.
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>Orange Team:</p> <ul style="list-style-type: none"> ▪ Thur. Oct. 17: 9 am to 2:30 pm or until done ▪ Fri. Oct. 18: 11 am to 1:30 pm or until done ▪ Mon. Oct. 21: 11:30 am to 2 pm or until done ▪ Tue. Oct. 22: 10:45 am to 3 pm or until done ▪ Wed. Oct. 23: 10:45 am to 3 pm or until done ▪ Wed. Oct.30: 11:15 am to 3:30 pm or until done ▪ Thur. Oct. 31: 11 am to 3 pm or until done ▪ Fri. Nov. 1: 10:45 am to 3 pm or until done ▪ Sat. Nov. 2: 11 am to 2:30 pm or until done ▪ Tue. Nov. 5: 9:30 am to 5 pm ▪ Wed. Nov 6: Tentative: 10 am to 4 pm or until done <p>Purple Team:</p> <ul style="list-style-type: none"> ▪ Thur. Oct. 17: 9 am to 2:30 pm or until done ▪ Fri. Oct. 18: 11 am to 1:30 pm or until done ▪ Mon. Oct. 21: 11:30 am to 2 pm or until done ▪ Thur. Oct. 24: 10:45 am to 3 pm or until done ▪ Fri. Oct. 25: 10:45 am to 3 pm or until done ▪ Mon. Oct. 28: 11 am to 2:15 pm or until done ▪ Tue. Oct. 29: 11 am to 2 pm or until done ▪ Mon. Nov. 4: 10:45 am to 5 pm or until done ▪ Tue. Nov. 5: 5 pm to 1:30 am or until done

Visual Inspection Judge

What you will be doing	This position will prepare ballots for scanning by following procedures and protocols.
Position Qualifications	<ul style="list-style-type: none"> ▪ Ability to focus during a repetitive task while following all compliance requirements. ▪ 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 or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>JUDGES Schedule</p> <p>Judge Orange Team</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 12 noon to 3:15 pm or until done ▪ Tue. Oct. 22: 10 am to 12 noon or until done ▪ Wed. Oct 23: 10:45 am to 2 pm or until done ▪ Wed. Oct. 30: 12:30 am to 3:30 pm or until done ▪ Thur. Oct. 31: 11:15 am to 3 pm or until done ▪ Fri. Nov. 1: 12 noon to 3 pm or until done ▪ Sat. Nov. 2: 1 pm to 7 pm or until done ▪ Mon. Nov. 4: 3:15 pm to 9 pm or until done ▪ Tue. Nov. 5: 1 pm to 9:30 pm

	<ul style="list-style-type: none"> ▪ Wed. Nov. 6: 9 am to 4 pm or until done <p>Judge Purple Team</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 12 noon to 3:15 pm or until done ▪ Tue. Oct. 22: 10 am to 12 noon or until done ▪ Thur. Oct. 24: 10:45 am to 2 pm or until done ▪ Fri. Oct. 25: 10:45 am to 2 pm or until done ▪ Tue. Oct. 29: 11:30 am to 4:30 pm or until done ▪ Sat. Nov. 2: 1 pm to 7 pm or until done ▪ Mon. Nov. 4: 3:15 pm to 9 pm or until done ▪ Tue. Nov. 5: 5:30 pm to 1:30 am or until done <p>Peach Team</p> <ul style="list-style-type: none"> ▪ Tue. Nov. 5: 1 pm to 9:30 pm <p>Lavender Team</p> <ul style="list-style-type: none"> ▪ Tue. Nov. 5: 5:30 pm to 1:30 am or until done
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Voter Service & Polling Center (VSPC) Judge

What you will be doing	Assist 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 ▪ Must be comfortable with computers; moving between screens, programs, applications and accessing data from multiple sources; verifying and validating information and ease with typing skills ▪ 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 throughout Boulder County 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 or election offense
Work Location	Various locations within Boulder County; Boulder, Longmont, Lafayette, must be willing to work where needed as work location is dependent on need
Days and Times of Training: webSCORE Judges will train with either Group A or Group B. Leads will attend training with Group A <i>or</i> Group B <i>and</i> a Friday training session.	<p>Must be available to train and work between Oct. 21 and Nov. 5 2019</p> <p>Some Judges will be trained on the following days (training date is guaranteed)</p> <ul style="list-style-type: none"> • Monday, October 21: 9 a.m. – 4 p.m. with an hour lunch • Tuesday, October 22: 9 a.m. – 4 p.m. with an hour lunch <p>Some Judges will be trained on the following days (training date is guaranteed)</p> <ul style="list-style-type: none"> • Wednesday, October 23: 9 a.m. – 4 p.m. with an hour lunch • Thursday, October 24: 9 a.m. – 4 p.m. with an hour lunch <p>Leads: will also have training on Friday, October 25: 8 am to 11:30 am</p>

Days and Times of Work: All subject to change and dependent on volume of ballots; flexibility is required	Work days between: Mon. Oct 28 through Tue. Nov. 5 2019 ** Hours TBD. Must be available between 8 a.m. and 6:30 p.m. and All day on Nov. 5 th
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WORKER POSITIONS: These positions require bi-partisanship and will include people from all political parties including Unaffiliated

Adjudication Operator – **MUST BE Registered as UNAFFILIATED**

What you will be doing	Operating a computer and moving rapidly between screens while Adjudication Judges determine voter intent using guidelines from the Colorado Secretary of State (SOS).
Position Qualifications	<ul style="list-style-type: none"> ▪ Must be comfortable sitting and viewing a computer monitor for the entire shift. <ul style="list-style-type: none"> ○ Monitor will be approximately 48 inches away from chair. This is important so all members of the team can see the screen. ▪ Must be able to focus during a repetitive task ▪ Demonstrate keen attention to detail ▪ Must be able to learn and apply knowledge quickly, follow directions and ask questions when uncertain. ▪ This position is supporting bi-partisan judges who will make voter intent decisions (based on SOS guidelines) and therefore this position has no input on voter intent and rather has the important role of operating the computer.
Position Requirements	<ul style="list-style-type: none"> ▪ Must be comfortable sitting the entire shift. ▪ Must have understanding and experience moving between computer screens. ▪ Must be an UAF voter. ▪ Must pass a criminal background check; no fraud or election fraud or election offense.
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<ul style="list-style-type: none"> ▪ Fri. Oct. 25: 11:30 am to 6:15 pm or until done ▪ Thur. Oct. 31: 12:30 pm to 3 pm or until done ▪ Fri. Nov. 1: 12:30 pm to 5:15 pm or until done ▪ Sun. Nov. 3: 12:30 pm to 5:15 pm. or until done ▪ Mon. Nov. 4: 4:30 pm to 11:15 pm or until done ▪ Tue. Nov. 5: 6:30 pm to 1:30 am or until done ▪ Wed. Nov. 6: 9 am to 5:15 pm or until done ▪ Thur. Nov 14: 10: 30 to 4 pm or until done – Tentative

Ballot Sorting Machine – (Bitsy is the nickname) – Lead, Operator & Assistant

What you will be doing	Work in a team on the ballot sorting machine. Three different positions with different skill sets are required. These positions will support ballot processing by skillfully implementing the complex processes of our envelope sorter/scanner machine; including mastering all operating procedures, generating reports between processes and supporting each other through the process steps. Ability to work with
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	<p>complex operating instructions to successfully run multiple processing operations; able to troubleshoot processes and procedures; and have experience balancing / reconciling numbers across multiple sources. Technical training on the equipment will be provided.</p>
<p>Position Qualifications</p>	<p><u>MACHINE LEAD Qualifications:</u></p> <ul style="list-style-type: none"> ▪ Ability to work with complex operating instructions to run multiple processing operations. ▪ Intermediate Excel Skills ▪ Experience and comfort using a variety of computer hardware and software and operating machine equipment (similar to mail sorting or banking equipment). ▪ Good communication skills and ability to motivate the team as well as paying close attention to Bitsy activities to direct others and keep to the schedule. <p><u>MACHINE OPERATOR Qualifications:</u></p> <ul style="list-style-type: none"> ▪ Ability to be on your feet for a full shift – and move fast! ▪ Comfort level with computers and operating machine equipment (similar to mail sorting or banking equipment) ▪ Willingness to follow complex procedures under scrutiny and within specific timeframe. <p><u>MACHINE ASSISTANT Qualifications:</u></p> <ul style="list-style-type: none"> ▪ Basic data entry skills and confidence in working with computers. ▪ Ability to be on your feet for the entire shift. ▪ Willingness to take direction from lead and operator and change direction when requested. ▪ Prep ballot trays
<p>Position Requirements for all positions</p>	<ul style="list-style-type: none"> ▪ Stand for extended periods of time ▪ Lift and carry 20-pound trays of ballots ▪ Attention to detail is critical ▪ Learn and implement complex processes quickly ▪ Bend at the waist and use both hands and fingers to grasp ballots ▪ Must be comfortable working around a machine that is noisy ▪ Enjoy working in a fast paced, dynamic environment. ▪ Must pass a criminal background check; no fraud or election fraud or election offense
<p>Work Location</p>	<ul style="list-style-type: none"> ▪ Boulder Clerk and Recorder, 1750 33rd St
<p>Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required</p>	<p>Orange Shift:</p> <ul style="list-style-type: none"> ▪ Wed. Oct. 16: 9 am to 2 pm or until done ▪ Thur. Oct. 17: 11 am to 3 pm or until done ▪ Fri. Oct. 18: 9:30 am to 3 pm or until done ▪ Mon. Oct. 21: 10:30 am to 2:30 pm or until done ▪ Tue. Oct. 22: 10:30 am to 2:30 pm or until done ▪ Wed. Oct. 23: 10:30 am to 2:30 pm or until done ▪ Wed. Oct. 30: 10:30 am to 2:30 pm or until done ▪ Thur. Oct. 31: 10:30 am to 2:30 pm or until done ▪ Fri. Nov. 1: 10 am to 3 pm or until done ▪ Sat. Nov. 2: 11 am to 3:30 pm or until done ▪ Tue. Nov. 5: 10 am to 6:30 pm ▪ Wed. Nov. 6: TENTATIVE – 10 am to 4 pm

	<p>Purple Shift:</p> <ul style="list-style-type: none"> ▪ Wed. Oct. 16: 9 am to 2 pm or until done ▪ Thur. Oct. 17: 11 am to 3 pm or until done ▪ Fri. Oct. 18: 9:30 am to 3 pm or until done ▪ Mon. Oct. 21: 10:30 am to 2:30 pm or until done ▪ Thur. Oct. 24: 10:30 am to 2:30 pm or until done ▪ Fri. Oct. 25: 10:30 am to 2:30 pm or until done ▪ Mon. Oct 28: 10:30 am to 2:15 pm or until done ▪ Tue. Oct. 29: 10:30 am to 2:30 pm or until done ▪ Mon. Nov. 4: 10 am to 5 pm or until done ▪ Tue. Nov. 5: 6:15 pm to 1:30 am or until done
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Ballot Sorting Machine ‘Sweeper’ (Sweeper is a term used to remove ballots from the ballot sorting machine)

What you will be doing	You will be assisting the ballot sorting machine team by gathering and stacking ballots as they come off the machine; this can be a very fast-paced job.
Position Qualifications	<ul style="list-style-type: none"> ▪ Ability to move fast while being on your feet for the entire shift. ▪ Capacity to work with accuracy and safely. ▪ Experience with assembly work is helpful but not necessary. ▪ 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-pound 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 or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>Orange Shift:</p> <ul style="list-style-type: none"> ▪ Sat. Nov. 2: 11 am to 3:30 pm or until done ▪ Tue. Nov. 5: 10 am to 6:30 pm <p>Purple Shift:</p> <ul style="list-style-type: none"> ▪ Mon. Nov. 4: 10 am to 5 pm or until done ▪ Tue. Nov. 5: 6:15 pm to 1:30 am or until done

Check In/Out

What you will be doing	You will assist all of the temporary staff when they arrive and leave for the day. Your job will entail ensuring that they have signed in and out, received a badge and time card, and understand how to clock in and out of the time keeping. There will be times with no one checking in and out and you will complete tracking forms.
Position Qualifications	<ul style="list-style-type: none"> ▪ Enjoy working in a busy and sometimes chaotic environment where a lot of people will want your attention all at the same time. ▪ Requires keen attention to detail and accuracy. ▪ Ability to work in an Excel spread sheet and data entry skills are needed. ▪ Ability to be friendly and helpful to all temporary staff.
Position Requirements	<ul style="list-style-type: none"> ▪ Must be able to switch between standing and sitting ▪ Willing to work in an environment that is near an exterior door and will be cold and drafty

	<ul style="list-style-type: none"> ▪ Must pass a criminal background check; no fraud or election fraud
Work Location	<ul style="list-style-type: none"> ▪ Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>Orange Team</p> <ul style="list-style-type: none"> ▪ Wed. Oct. 16: 8:30 am to 3:30 pm or until done ▪ Thur. Oct. 17: 8:30 am to 3:30 pm or until done ▪ Fri. Oct. 18: 9 am to 4:30 pm or until done ▪ Mon. Oct. 21: 8:45 am to 4:30 pm or until done ▪ Tue. Oct. 22: 8:30 am to 4 pm or until done ▪ Wed. Oct. 23: 9 am to 3:30 pm or until done ▪ Thur. Oct. 24: 9 am to 3:30 pm or until done ▪ Fri. Oct. 25: 9 am to 3:30 pm or until done ▪ Mon. Oct. 28: 9 am to 3 pm or until done ▪ Tue. Oct. 29: 9am to 5 pm or until done ▪ Wed. Oct. 30: 9 am to 3:30 pm or until done ▪ Thur. Oct. 31: 9 am to 3:30 pm or until done ▪ Fri. Nov. 1: 9 am to 3:30 pm or until done ▪ Sat. Nov. 2: 9 am to 4 pm or until done ▪ Mon. Nov. 4: 9 am to 5:30 pm ▪ Tue. Nov. 5: 8:30 am to 5:45 pm ▪ Wed. Nov. 6: 8:45 am to 4:30 pm <p>Purple Team:</p> <ul style="list-style-type: none"> ▪ Sat. Nov. 2: 1:30 pm to 7:45pm or until done ▪ Mon. Nov. 4: 2 pm to 9:30 pm or until done ▪ Tue. Nov. 5: 4 pm to 1:30 am or until done

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"> ▪ Willingness to work outside, for the entire shift, regardless of the weather. Shifts are never cancelled. ▪ Ability to move quickly and be on your feet for the entire length of your assignment (from five to twelve hours). ▪ Lead position required to have a valid driver's license with clean driving record and will use their own car to transport equipment
Position Requirements	<ul style="list-style-type: none"> ▪ This is a very active job. It involves being outside all day/evening and staying positive and professional in all voter interactions. ▪ Must pass a criminal background check; no fraud or election fraud or election offense
Work Location	VARIED LOCATIONS: Boulder, Longmont
Days and Times of work:	<p>BOULDER LOCATION: 1750 33RD St</p> <ul style="list-style-type: none"> ▪ TRAINING DAY: Tue. 10/29 5 pm to 6 pm OR Wed. 10/30 5 pm to 6 pm <ul style="list-style-type: none"> ○ Boulder office: 1750 33rd St, 2nd Floor Elections Division ▪ Fri. Nov. 1: 7:45 am to 6:15 pm – parking lot ▪ Sat. Nov. 2: 8:45 am to 1:15 pm – parking lot ▪ Mon. Nov. 4: 7:45 am to 6:15 pm – parking lot ▪ Tue. Nov. 5: 6:45 am to 7:15 pm – 33rd St (drop boxes on both sides of street)

	<p>LONGMONT LOCATION: Terry St. between 5th and 6th behind the St. Vrain Hub</p> <ul style="list-style-type: none"> ▪ TRAINING DAY: Tue. 10/29 5 pm to 6 pm OR Wed. 10/30 5 pm to 6 pm <ul style="list-style-type: none"> ○ Boulder office: 1750 33rd St, 2nd Floor Elections Division ▪ Fri. Nov. 1: 7:45 am to 6:30 pm ▪ Sat. Nov. 2: 8:45 am to 1:30 pm. ▪ Mon. Nov. 4: 7:45 am to 6:30 pm ▪ Tue. Nov. 5: 6:45 am to 7:30 pm
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Extraction Assistant

What you will be doing	The assistant position will support the lead and temporary workers to complete their duties following process and within compliance. This role will ensure chain of custody of ballots and ensure they are counted into batches of 150. Must be willing to assist in other areas of ballot processing when needed.
Position Qualifications	<ul style="list-style-type: none"> ▪ Ability to supervise the work of the extraction machine operators, runners and ballot prep workers. ▪ Requires strong math skills AND basic Excel experience for data entry. ▪ Familiarity and ease in using a computer. ▪ Willingness to reconcile nightly until ballot processing is complete and ballots are secured.
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 or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>Orange Shift</p> <ul style="list-style-type: none"> ▪ Fri. Oct. 18: 12 noon to 4 pm or until done ▪ Mon. Oct. 21: 9:30 am to 1:30 pm or until done ▪ Tue. Oct. 22: 9 am to 12 noon or until done ▪ Wed. Oct. 23: 9:30 am to 1 pm or until done ▪ Wed. Oct. 30: 9:30 am to 2 pm or until done ▪ Thur. Oct. 31: 9:30 am to 3 pm or until done ▪ Fri. Nov. 1: 9:15 am to 2:30 pm or until done ▪ Sat. Nov. 2: 11:15 am to 5:30 pm or until done ▪ Mon. Nov. 4: 1:45 pm to 7:15 pm or until done ▪ Tue. Nov. 5: 1 pm to 8 pm ▪ Wed. Nov 6: 9 am to 4 pm or until done <p>Purple Shift</p> <ul style="list-style-type: none"> ▪ Fri. Oct. 18: 12 noon to 4 pm or until done ▪ Mon. Oct. 21: 9:30 am to 1:30 pm or until done ▪ Tue. Oct. 22: 9 am to 12 noon or until done ▪ Thur. Oct. 24: 9:30 am to 1 pm or until done

	<ul style="list-style-type: none"> ▪ Fri. Oct. 25: 9:30 am to 1 pm or until done ▪ Tue. Oct. 29: 9:15 am to 3:30 pm or until done ▪ Sat. Nov. 2: 11:15 am to 5:30 pm or until done ▪ Mon. Nov. 4: 1:45 pm to 7:15 pm or until done ▪ Tue. Nov. 5: 6 pm to 1:30 am or until done
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Extraction Ballot Prep Workers

What you will be doing	This position will count ballots into batches; typically of 150. You will need to work with your team to cross count and double check all processes. Speed and accuracy are critical in this position.
Position Qualifications	<ul style="list-style-type: none"> ▪ Ability to count accurately in a fast paced, often noisy environment. You will be taught techniques to ensure accuracy and speed. ▪ Comfortable using hands and fingers repetitively for an entire shift. ▪ At least some people will need to be able to lift and move ballot trays weighing between 10 and 20 pounds.
Position Requirements	<ul style="list-style-type: none"> ▪ It will require bending, leaning, lifting and the holding of ballots to count in batches. ▪ Must pass a criminal background check; no fraud or election fraud or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
	<p>Orange Team</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 9:30 a.m. to 1 pm or until done ▪ Tue. Oct. 22: 9 am to 11 am or until done ▪ Wed. Oct. 23: 9:45 am to 1 pm or until done ▪ Wed. Oct. 30: 10 am to 1:30 pm or until done ▪ Thur. Oct. 31: 9:45 am to 2 pm or until done ▪ Fri. Nov. 1: 9:30 am to 12:15 pm or until done ▪ Sat. Nov. 2: 11:30 am to 5:30 pm or until done ▪ Mon. Nov. 4: 2 pm to 7 pm or until done ▪ Tue. Nov. 5: 1 pm to 8 pm ▪ Wed. Nov. 6: 9 am to 4 pm or until done <p>Purple Team</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 9:30 a.m. to 1 pm or until done ▪ Tue. Oct. 22: 9 am to 11 am or until done ▪ Thur. Oct. 24: 9:45 am to 1 pm or until done ▪ Fri. Oct. 24: 9:45 am to 1 pm or until done ▪ Tue. Oct. 29: 9:45 am to 3 pm or until done ▪ Sat. Nov. 2: 11:30 am to 5:30 pm or until done ▪ Mon. Nov. 4: 2 pm to 7 pm or until done ▪ Tue. Nov. 5: 6 pm to 1:30 am or until done

Extraction Operator

What you will be doing	Operating a machine that opens ballot envelopes for ballot extraction and monitoring status to manage envelope counts to 150. You may also be asked to help in other areas of ballot processing.
Position Qualifications	<ul style="list-style-type: none"> ▪ Ability to move with speed and accuracy while doing a repetitive task.

	<ul style="list-style-type: none"> ▪ Willingness to follow directions while adhering to strict protocol. ▪ Attention to detail is critical to ensure proper procedures are met. ▪ Being comfortable spending the majority of your shift sitting at a machine that can be noisy.
Position Requirements	<ul style="list-style-type: none"> ▪ Must be comfortable working on a machine (noisy). ▪ Must be able to use both hands and fingers in a repetitive movement. ▪ Must pass a criminal background check; no fraud or election fraud or election offense.
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>Orange Team</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 10:15 am to 2 pm or until done ▪ Tue. Oct. 22: 9:30 am to 12 noon or until done ▪ Wed. Oct. 23: 9:45 am to 1 pm or until done ▪ Wed. Oct. 30: 11 am to 3:30 pm or until done ▪ Thur. Oct. 31: 10:15 am to 3 pm or until done ▪ Fri. Nov. 1: 10 am to 12:45 pm or until done ▪ Sat. Nov. 2: 1 pm to 5:30 pm or until done ▪ Mon. Nov. 4: 2:30 pm to 8 pm or until done ▪ Tue. Nov. 5: 1 pm to 8 pm ▪ Wed. Nov 6: 9 am to 4 pm or until done <p>Purple Team</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 10:15 am to 2 pm or until done ▪ Tue. Oct. 22: 9:30 am to 12 noon or until done ▪ Thur. Oct. 24: 9:45 am to 1 pm or until done ▪ Fri. Oct. 25: 9:45 am to 1 pm or until done ▪ Tue. Oct. 29: 10:15 am to 3:30 pm or until done ▪ Sat. Nov. 2: 1 pm to 5:30 pm or until done ▪ Mon. Nov. 4: 2:30 pm to 8 pm or until done ▪ Tue. Nov. 5: 6 pm to 1:30 am or until done <p>Peach Team</p> <ul style="list-style-type: none"> ▪ Sat. Nov. 2: 1 pm to 5:30 pm or until done ▪ Mon. Nov. 4: 2:30 pm to 8 pm or until done ▪ Tue. Nov. 5: 1 pm to 8 pm <p>Lavender Team</p> <ul style="list-style-type: none"> ▪ Mon. Nov. 4: 2:30 pm to 8 pm or until done ▪ Tue. Nov. 5: 6 pm to 1:30 am or until done

Extraction Runner

What you will be doing	This is a physically active position as you will be moving ballot trays (that weight between 10 and 20 pounds) repeatedly throughout the ballot preparation area. You will load the extraction machine for the operator, remove extracted envelopes and neatly organize for storage.
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Position Qualifications	<ul style="list-style-type: none"> ▪ Able to carry 10-15 pounds mail trays and be on feet for most of shift ▪ Able to focus during repetitive tasks and work quickly ▪ Follow directions adhering to strict protocol
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 pound trays of envelopes repeatedly throughout the shift ▪ Must pass a criminal background check; no fraud or election fraud or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>Orange Shift</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 10:15 am to 2 pm or until done ▪ Tue. Oct. 22: 9:30 am to 12 noon or until done ▪ Wed. Oct. 23: 9:45 am to 1 pm or until done ▪ Wed. Oct. 30: 11 am to 3:30 pm or until done ▪ Thur. Oct. 31: 10:15 am to 3 pm or until done ▪ Fri. Nov. 1: 10 am to 12:45 pm or until done ▪ Sat. Nov. 2: 1 pm to 5:30 pm or until done ▪ Mon. Nov. 4: 2:30 pm to 8 pm or until done ▪ Tue. Nov. 5: 1 pm to 8 pm ▪ Wed. Nov 6: 9 am to 4 pm or done <p>Purple Shift</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 10:15 am to 2 pm or until done ▪ Tue. Oct. 22: 9:30 am to 12 noon or until done ▪ Thur. Oct. 24: 9:45 am to 1 pm or until done ▪ Fri. Oct. 25: 9:45 am to 1 pm or until done ▪ Tue. Oct. 29: 10:15 am to 3:30 pm or until done ▪ Sat. Nov. 2: 1 pm to 5:30 pm or until done ▪ Mon. Nov. 4: 2:30 pm to 8 pm or until done ▪ Tue. Nov. 5: 6 pm to 1:30 am or until done

Flattening

What you will be doing	This position will ensure ballots are in batches of 150 and flat enough to safely move through the scanner.
Position Qualifications	<ul style="list-style-type: none"> ▪ Able to focus during repetitive tasks and work quickly ▪ Follow directions adhering to strict protocol
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 sit for extended periods of time ▪ Must pass a criminal background check; no fraud or election fraud or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>Orange Shift</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 12 noon to 3 pm or until done ▪ Tue. Oct. 22: 10 am to 12 noon or until done ▪ Wed. Oct. 23: 10:45 am to 1:30 pm or until done

	<ul style="list-style-type: none"> ▪ Wed. Oct. 30: 11:30 am to 3:30 pm or until done ▪ Thur. Oct. 31: 11 am to 3 pm or until done ▪ Fri. Nov. 1: 10:15 am to 2:30 pm or until done ▪ Sat. Nov. 2: 1:30pm to 6:30 pm or until done ▪ Mon. Nov. 4: 3:15 pm to 7:45 pm or until done ▪ Tue. Nov. 5: 1 pm to 9:30 pm ▪ Wed. Nov. 6: 9 am to 4 pm or until done <p>Purple Shift</p> <ul style="list-style-type: none"> ▪ Mon. Oct. 21: 12 noon to 3 pm or until done ▪ Tue. Oct. 22: 10 am to 12 noon or until done ▪ Thur. Oct. 24: 10:45 am to 1:30 pm or until done ▪ Fri. Oct. 25: 10:45 am to 1:30 pm or until done ▪ Tue. Oct. 29: 10:30 am to 4:30 pm or until done ▪ Sat. Nov. 2: 1:30pm to 6:30 pm or until done ▪ Mon. Nov. 4: 3:15 pm to 7:45 pm or until done ▪ Tue. Nov. 5: 5:30 pm to 1:30 am or until done <p>Peach Team</p> <ul style="list-style-type: none"> ▪ Tue. Nov. 5: 1 pm to 9:30 pm ▪ Wed. Nov. 6: 9 am to 4 pm or until done <p>Lavender Team:</p> <ul style="list-style-type: none"> ▪ Tue. Nov. 5: 5:30 pm to 1:30 am or until done
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Reception of Ballot Boxes worker

What you will be doing	<ul style="list-style-type: none"> ▪ 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 ▪ Must be able to focus during repetitive tasks
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 or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Hours: Must commit to all shifts and subject to change/ dependent on volume of ballots; flexibility is required	<p>Orange Shift:</p> <ul style="list-style-type: none"> ▪ Fri. Oct. 18: 9:30 am to 1 pm or until done ▪ Mon. Oct. 21: 10 am to 12:30 pm or until done ▪ Tue. Oct. 22: 10 am to 12:30 pm or until done ▪ Wed. Oct. 23: 10 am to 12:30 pm or until done ▪ Wed. Oct. 30: 9:30 am to 12 noon or until done ▪ Thur. Oct. 31: 9:30 am to 12 noon or until done ▪ Fri. Nov. 1: 9:30 am to 12 noon or until done ▪ Sat. Nov. 2: 10:30 am to 1 pm or until done ▪ Mon. Nov. 4: 9:30 am to 1:30 pm ▪ Tue. Nov. 5: 9:30 am to 5:30 pm <p>Purple Shift:</p>

	<ul style="list-style-type: none"> ▪ Fri. Oct. 18: 9:30 am to 1 pm or until done ▪ Thur. Oct. 24: 10 am to 12:30 pm or until done ▪ Fri. Oct. 25: 10 am to 12:30 pm or until done ▪ Mon. Oct. 28: 10 am to 12 noon or until done ▪ Tue. Oct. 29: 9:30 am to 12 noon or until done ▪ Mon. Nov. 4: 1:30 pm to 5 pm or until done ▪ Tue. Nov. 5: 4 pm to 11pm or until done <p>Peach Team</p> <ul style="list-style-type: none"> ▪ Tue. Nov. 5: 9:30 am to 5:30 pm <p>Lavender team</p> <ul style="list-style-type: none"> ▪ Tue. Nov. 5: 4 pm to 11pm or until done
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Scanning Lead & Assistant

What you will be doing	You will be working closely with the Scanning Lead to prepare all ballots and processes for the scanners and including supporting the Adjudication team. Conducting research, documenting scan room activities in reports and reconciling reports, and additional duties.
Position Qualifications	<ul style="list-style-type: none"> ▪ Basic to intermediate skills with excel. ▪ Comfort using computers and moving between programs. ▪ Ability to learn quickly and work as part of 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 10 to 15 pound mail trays ▪ Must pass a criminal background check; no fraud or election fraud or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>LEAD:</p> <ul style="list-style-type: none"> ▪ Tue. Oct. 22: 10 am to 4:30 pm or until done ▪ Fri. Oct. 25: 8:15 am to 6:15 pm or until done ▪ Mon. Oct. 28: 10 am to 4 pm or until done ▪ Thur. Oct. 31: 8:15 am to 3 pm or until done ▪ Fri. Nov. 1: 8:15 am to 5:15 pm or until done ▪ Sat. Nov. 2: 10 am to 4 or until done ▪ Sun. Nov. 3: 8:15 am to 5:15 pm or until done ▪ Mon. Nov. 4: 1 pm to 11:15 pm or until done ▪ Tue. Nov. 5: 4 pm to 1:15 am or until done ▪ Wed. Nov. 6: 8:45 am to 5:15 pm or until done ▪ Thur. Nov. 13: 8:15 am to 4 pm or until done <p>ASSISTANT:</p> <ul style="list-style-type: none"> ▪ Tue. Oct. 22: 10 am to 4 pm or until done ▪ Fri. Oct. 25: 8:30 am to 6:15 pm or until done ▪ Mon. Oct. 28: 10 am to 4 pm or until done ▪ Thur. Oct. 31: 8:30 am to 3 pm or until done ▪ Fri. Nov. 1: 8:30 am to 5:15 pm or until done ▪ Sat. Nov. 2: 10 am to 4 pm or until done

	<ul style="list-style-type: none"> ▪ Sun. Nov. 3: 8:30 am to 5:15 pm or until done ▪ Mon. Nov. 4: 1:15 pm to 11:15 pm or until done ▪ Tue. Nov. 5: 4: 15 pm to 1:15 am or until done ▪ Wed. Nov. 6: 8:45 am to 5:15 pm or until done
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Scanner

What you will be doing	You will be scanning ballots, adhering to strict protocol and documenting the process.
Position Qualifications	<ul style="list-style-type: none"> ▪ Basic to intermediate excel skills. ▪ Comfort using computers and moving between programs. ▪ Ability to learn quickly and work as part of a team. ▪ Attention to detail is critical. ▪ Able to work very late on Election night.
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 pounds ▪ Must pass a criminal background check; no fraud or election fraud or election offense
Work Location	Boulder Clerk and Recorder Office – 1750 33rd Street, Boulder, CO
Days and Times of work: All subject to change and dependent on volume of ballots; flexibility is required	<p>Experienced People:</p> <ul style="list-style-type: none"> ▪ Tue. Oct. 22: 10 am to 4 pm or until done -not everyone will work ▪ Fri. Oct. 25: 9:15 am to 6:15 pm or until done ▪ Thur. Oct. 31: 9:15 am to 3 pm or until done ▪ Fri. Nov. 1: 9:15 am to 5:15 pm or until done ▪ Sun. Nov. 3: 9:15 am to 5:15 pm or until done ▪ Mon. Nov. 4: 2 pm to 11:15 pm or until done ▪ Tue. Nov. 5: 5 pm to 1:15 am ▪ Wed. Nov. 6: 9 am to 5:15 pm or done

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
- ✓ Any questions that you might have

2. A member of our staff will follow up with you. A phone call is required and for some positions an interview is also required.