



City of Waltham City Clerk's Office

Dear Poll Worker Applicant,

Thank you for your interest in working the polls on the election days in Waltham! Your help will allow us to appropriately staff to assist voters in having a smooth voting experience.

Job Responsibilities

Poll workers will assist in the preparation of opening and closing the voting location, post signage, check-in/check-out voters, count ballots, assist voters who may need assistance voting, process ballots and check ballot counts, document activities throughout the Election Day, enforce policies and other duties to ensure a smooth and efficient election day.

Time-Commitment/Stipend

Poll workers are required to work from 6am in the morning until the polls close at night. Poll workers who work the entire day will be given a lunch break and a dinner break. Poll workers are expected to attend a training session prior to each election. The stipend per election for the day ranges in the amount of \$185 - \$200.

Requirements/Qualifications

To be considered for a poll worker position, the applicant must:

- Must be a registered voter in Massachusetts;
- Must be able to work the elections in September and November;
- Must be able to work from 6am until closing process is completed;
- Must be detail-oriented, reliable, alert, and able to take instructions well;
- Must be able to keep a non-bias attitude toward candidates, questions, party positions; and
- Must have own reliable transportation

How to Apply

To be considered to be a poll worker, the applicant must complete the Application Form for Election Day Poll Workers. In addition, poll workers are required to complete a W-9 Request for Taxpayer Identification Number and Certification. Pending availability, approved poll workers may initially be placed on a substitute list to fill in at the polls at the last minute.

The application and W-9 must be delivered to the City Clerk's Office 610 Main Street Waltham, MA 02452. If you have any questions, please contact us at 781-314-3120.