



HOUSTON COUNTY Elections Administration

401 East Goliad Avenue Crockett, TX 75835-2048

Tel: (936) 544-3255 *243

Email: election@co.houston.tx.us

Fax: (936) 544-0189

NOTE: This information will be shared with both parties as the Party Chairs made the selection decisions.
The Houston County Elections Office does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Be advised that completion and submission of this application does not guarantee a position and that if appointed for an election, it will be for a single election only. Completed applications may be surrendered back to us by email, fax, mail, or in person.
Items with an * must be completed.

Poll Worker Application

Are you a registered Texas voter?* NO YES Precinct #: _____ VUID #: _____

Party Affiliation: None Democratic Republican Independent Date of Birth*: ____/____/____

Last Name*: _____ First Name*: _____ M.I.*: _____

Residential Address*: _____

Mailing Address* (if different): _____

Contact Information

Cell Number*: (____) _____ (We communicate via text message)

Home Number: (____) _____ E-Mail: _____

Additional Information

Have you ever served as a poll worker?* NO YES If Yes, what County? _____

Were you terminated?* NO YES If Yes, why?* _____

Are you bilingual?* NO YES Languages: _____

Any additional information we should know: _____

ONLINE TRAINING REQUIRED*

Mandatory completion of the Texas Secretary of State's POLL WORKER training for ES&S equipment is required for all poll workers in Houston County. Upon completing the course, a copy of your certificate must be provided to us for our records. Submissions may be made by email, fax, mail, or in person.

This link and additional training PowerPoints may be found @ www.co.houston.tx.us/page/houston.Elections which are specific to Houston County Election requirements.

In-Person training is provided before each election.

ONLINE CERTIFICATE RECEIVED BY EA

HCEA revised 06/14/2024

QUALIFICATIONS FOR ELECTION WORKERS

To be eligible to serve as an election worker in a precinct, a person must be a qualified voter of the county in a countywide election ordered by the governor or a county authority, or of the political subdivision, in an election ordered by an authority of a political subdivision other than a county.

A student who is at least 16 years of age and who is enrolled in a public or private high school or home school and has the consent of the principal (or parent/legal guardian in charge of education in home school) may serve as an election clerk on election day or during early voting. **The elections officials must receive written authorization from the student's parent or guardian for the student to serve in the election for which he or she is appointed.*** Check our website or contact our office for more information becoming a student worker.

ELECTION WORKER ROLES

POLLING PLACE ELECTION JUDGES (14.00 to 13.00 an hour)

- Attend Election Judge Training
- Prepare polling place for voters
- Manage polling place while polls are open
- Hire clerks to check in voters
- Close polling place
- Complete election paperwork
- Return ballots to Central Counting

POLLING PLACE ELECTION CLERKS (12.00 an hour)

- Help set up polling place
- Check in voters
- Document voters who voted
- Help close polling place

EARLY VOTING BALLOT BOARD (14.00 an hour)

Work as a team to:

- Evaluate ballots received by mail to determine if they can be accepted for counting
- Qualify provisional ballots for acceptance or rejection
- Verify voting numbers
- Prepare rejection letters for ballots rejected

CENTRAL COUNTING STATION (14.00 to 12.00 an hour)

Work as a team to:

- Accept ballot boxes and election supplies.
- Verify and check Election Judge paperwork.
- Sort and count ballot numbers prior to scanning.
- Scan ballots
- Resolve ballot marking issues
- Verify voting numbers