



HOUSTON COUNTY

Elections Administration

401 East Goliad Avenue Crockett, TX 75835-2048

Tel: (936) 544-3255 *243

Email: clum@co.houston.tx.us

Fax: (936) 544-0189

Dear Voter,

You have indicated that you wish to become a poll worker. Attached is our poll worker application which we ask that you complete and mail back to us. This information will be provided to the party chair(s) for consideration when they give us their list of workers.

Please be advised that as of 2019, all poll workers who work the County Elections are required to take the online poll worker training. You will find the training link on our website @ www.co.houston.tx.us/page/houston.Elections, under upcoming training, or you may simply enter 'Texas poll worker training' in your URL to find the link through the Secretary of State.

When signing in please remember that it is for Houston County and we use the ES&S voting system.

This training program is designed to help you be a knowledgeable and efficient Election Judge or Clerk. It provides the information you need to perform various tasks at the polls, complete the necessary forms, and meet the challenges that arise on Election Day.

The course is divided into modules consisting of 2 – 6 lessons each. During the course, you can start, stop and come back to where you left off, and skip from lesson to lesson. This allows you to learn at a pace that is conducive for you. At the end of the course, you must answer the exam questions to verify you understand the material.

Upon completing the course, you will be able to print a certificate indicating that you have completed the Secretary of State's Online Poll Worker Training. We ask that a copy of your certificate be provided to us for our records. Submissions may be made by email, fax, mail, or in person.

We offer a refresher class before each election for those workers who have been asked to work. Should you have any questions please do not hesitate to call.

Sincerely,

Cynthia Lum
Elections Administrator
(936) 544-3255 ext. 243

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



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You have been referred to us or have indicated that you are interested in being a poll worker. If this information is correct please complete the Houston County Poll Worker application below and mail it back to us.

Items with an * must be completed. For your convenience, you may mail back in a #10 window envelope (recommended) or simply fold over, tape, and place a stamp as indicated to return to us.

Poll Worker Application

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

Residential Address*: _____

City*: _____ State: Texas Zip Code*: _____

Mailing Address* (if different from residential): _____

City*: _____ State: Texas Zip Code*: _____

E-Mail Address: _____ Date of Birth*: _____ / _____ / _____

Primary Phone Number*: () _____ Secondary Phone Number: () _____

Are you a registered voter?*(Circle one) YES NO VUID #: _____

Have you ever served as a poll worker?*(Circle one) YES NO

If Yes, in what county?* _____ Length of appointment?* _____

Were you terminated?*(Circle one) YES NO If Yes, why?* _____

Party Affiliation preferred? (Circle one): None Democratic Republican Independent Green

Are you bilingual?*(Circle one) YES NO Other languages _____

Any additional information we should know: _____

Place
Stamp
Here

Houston County Elections Administration
Attn: Poll Worker Appointment Clerk
401 E. Goliad Ave.
Crockett, TX 75835-9991