

## WANTED!!

### Judge of Elections for Dover – District 1

We are currently looking for a person to take over as Judge of Elections for this District. Voting location is Dover Twp. Community Bldg. (East Entrance), 3095 Davidsburg Rd., Dover.

The Judge is basically in charge of the local Board for election days. Some of the duties are:

- coordinating with the polling location for access to the building for election day
- contacting the other board members to make sure they are available to work
- setting up the election area and voting machines (with help from other board members) prior to polls opening
- making sure that all paperwork is filled out properly (both prior to opening poll and after polls are closed)
- handling various problems that might arise while polls are open (with help from County Election Office)
- making sure consolidation reports are run after polls close
- bringing reports and materials back to the County Election Office at 28 E. Market St. on election night

The hours are LONG. The polls open at 7:00 AM, so board members are required to be at the polling location by 6:00 AM. The polls close at 8:00 PM and board members must then do final reports and close out the voting machines prior to leaving – this takes at least another hour (most elections). Plus, the Judge MUST be the one who returns reports/materials back to our office.

Special training is provided on all aspects of the position. The pay is \$100.00 for Election Day, plus \$15.00 for attending training session(s). You also are paid mileage for bringing the returns back to our office election night. This is an elected position (4 year term). Anyone taking this position now would be appointed through 2013. You must be a registered voter and it is preferred that you are a resident of Dover – District 1. Others will be considered, but keep in mind that if you are not a resident of Dover – District 1, you would have to vote by absentee ballot for every election while serving as Judge.

If interested, please contact Sally Kohlbus, Assistant Director of Elections/Voter Registration, at 771-9604 as soon as possible.