



# Town of Sudbury

Town Clerk's Office

Town Hall  
322 Concord Road  
Sudbury, MA 01776-1843  
978-639-3351  
Fax: 978-639-3340

[clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us)

## Application for Appointment as Election Official

I hereby apply for a position as Election Official in the Town of Sudbury for a one-year term beginning August 15, 2023 or effective from the date of appointment through August 14, 2024. I understand that I will be responsible to work at the polling location and in the position as assigned by the Board of Registrars of Voters for each Election Day during this period. I am a resident and a registered voter in the Commonwealth.

Name: \_\_\_\_\_

(required)

Address: \_\_\_\_\_

(required)

Telephone: \_\_\_\_\_

(required)

Email Address: \_\_\_\_\_

(required)

Party (Unenrolled if not affiliated with a party): \_\_\_\_\_

Have you ever worked as an election worker before? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CHOOSE PREFERRED SHIFTS AND POSITIONS

6:30a.m. - 2p.m. OR

2p.m. – End OR

6:30 a.m. – End (Full Day) OR

Tally Teller: 8:00 p.m. until Completion of Tallying

\_\_\_\_\_Checker    \_\_\_\_\_Ballot Box    \_\_\_\_\_Greeter    \_\_\_\_\_Teller Tally/Closer

Positions are described on the back.

*Election workers must attend an Election Training which is held at least once a year.*

### Please check off all elections you can attend:

- PRESIDENTIAL PRIMARY- March 5, 2024
- ANNUAL TOWN ELECTION- March 25, 2024
- STATE PRIMARY September 3, 2024 (Tentative)
- PRESIDENTIAL ELECTION November 5, 2024

**PLEASE NOTE:** Election officials are appointed by the Select Board and assigned by the Town Clerk for the Board of Registrars. Applicants must be interviewed by the Town Clerk to qualify for appointment.

*All election workers are required to have excellent communication skills. You represent the Town of Sudbury and should be professional when interacting with voters, other election officials, and the general public. Training sessions are offered at least once a year. Training is required for all Election officers.*

### **CHECKERS (CHECK IN or CHECK OUT)**

Check in and check out voters. Tabulate votes. Works under the supervision of the Warden and Clerk. Unusual problems are brought to the attention of the warden and/or clerk. Ability to maintain a professional, calm demeanor is essential. Basic math skills and strong interpersonal skills are required. Specific vision abilities include close vision and the ability to adjust focus. Attention to detail. Ability to execute strong hearing and listening is essential. The Checker must be able to vocalize and enunciate; speaking loudly and clearly for their entire shift and be able to learn how to use an IPAD to check in voters.

**BALLOT BOX ATTENDANT** Supervises the ballot box, assists voters with casting their ballots, ensures ballots are properly read by the voting machine, and supervises voted ballots removed from the ballot box. Works under the supervision of the Warden and Clerk. Extensive contact with the voters. Strong interpersonal skills are required. Specific vision abilities include close vision, ability to read the tabulator screen, and to adjust focus. The Ballot Box Attendant may stand during their shift and be able to speak loudly and clearly in order to properly instruct voters.

### **GREETER**

The greeter is the face of the precinct; she/he directs voters to the appropriate voting locations and answers general election questions. Works under the supervision of the warden and clerk. The greeter must be able to research voters by name and address on a printed list. Greeter must be able to read small print and adjust focus. The greeter may be seated or standing during their shift and needs to communicate effectively in order to properly instruct voters.

**TALLY TELLER/CLOSER** The Closer's work begins when the polls close. The Closer works under the supervision of the Warden and Clerk. Duties include tallying the voter check-in and check-out lists, sorting ballots and tallying write-in votes or ballots that need to be entirely hand counted. Basic math skills and strong interpersonal skills are required. Specific vision abilities include close vision and the ability to adjust focus. Attention to detail. Ability to execute strong hearing and listening is essential.

***THANK YOU FOR YOUR WILLINGNESS TO SERVE THE  
TOWN OF SUDBURY!***