

TO: Election Officials

FROM: Chester County Voter Services

Date: February 15, 2012

2012 Presidential Primary is here! Thank you for the amazing job you all did last year. Your part is essential for our successful elections in Chester County. We believe holding instructional classes prior to each election have paid off. We will again offer classes for Poll Workers in preparation of the Presidential Primary Election, April 24th. Classes held in the Primary are designed to review all areas of how to serve as an Election Official. For the General Election, held in November the majority of our classes will be a hand on demonstration of how to operate the voting equipment. For the Presidential Election it is **mandatory** you attend a class in the Spring and in the Fall.

Please take notice to the name of the class you are signing up to attend this Election.

"**All poll workers**", class will be held to review all positions and duties including machine operation

"**Completion of Forms**", class will be held to review how to complete forms

"**Machine Operator**", hands on demonstration of how to open, close and operate voting equipment

All classes will meet in **Rm. 171** at the Government Services Center (GSC), 601 Westtown Rd., West Chester, PA. Please call **610-344-6410** to sign up for the class you will attend or email us CElectionofficials@chesco.org. We will reply to your e-mail with your class date confirmation.

The \$10.00 stipend for attending a class listed below will be included in your paycheck once you sign and indicate (x) on the pay voucher you attended Instructional Class.

- NOTE TO INSPECTORS OF ELECTION: You may choose your own clerk for Election Day. Please **notify your clerk** and remind them to call us to schedule their attendance in a class. If you have clerks (2) that will be splitting the shift, please be sure to let the Judge know the information on both people and what shift each will be **working. (Split shift hours for clerks are: 6:00 a.m. to 2:30 p.m. and 2:30 p.m. to 10:30 p.m. or until finished)**

**** All Board workers must remain at the polling location** all day. ½ day clerks must remain at the poll their entire shift. **NO EXCEPTIONS.**

*****Also, we encourage you to view the demonstration of our voting equipment online:**

- Use the New Voting Systems

Visit the [Poll Worker Training Information](#) at [Pennsylvania Department of State](#).

All Poll Workers	Mon March 12	1:30
All Poll Workers	Tues March 13	9:30
All Poll Workers	Tues March 13	2:00
All Poll Workers	Wed March 14	1:30
All Poll Workers	Wed March 14	5:30
All Poll Workers	Thurs March 15	9:30
All Poll Workers	Thurs March 15	2:00
All Poll Workers	Fri March 16	9:30
All Poll Workers	Sat March 17	9:30
All Poll Workers	Sat March 17	noon
All Poll Workers	Mon March 19	1:30
All Poll Workers	Mon March 19	5:30
All Poll Workers	Tues March 20	9:30
All Poll Workers	Tues March 20	2:00
All Poll Workers	Wed March 21	9:30
All Poll Workers	Wed March 21	2:00
All Poll Workers	Thurs March 22	1:30
All Poll Workers	Thurs March 22	5:30
All Poll Workers	Fri March 23	9:30
All Poll Workers	Sat March 24	9:30
All Poll Workers	Sat March 24	noon
FORMS	Mon March 26	1:30
FORMS	Mon March 26	5:30
FORMS	Tues March 27	9:30
FORMS	Tues March 27	2:00
FORMS	Wed March 28	1:30
FORMS	Wed March 28	5:30
FORMS	Thurs March 29	9:30
FORMS	Thurs March 29	2:00
FORMS	Fri March 30	9:30
FORMS	Sat March 31	9:30
FORMS	Sat March 31	noon
Machine Operator	Mon April 2	9:30

Machine Operator	Mon April 2	2:00
Machine Operator	Tues April 3	9:30
Machine Operator	Tues April 3	2:00
Machine Operator	Wed April 4	1:30
Machine Operator	Wed April 4	5:30
Machine Operator	Thurs April 5	9:30
Machine Operator	Thurs April 5	2:00
Machine Operator	Fri April 6	9:30
Machine Operator	Sat April 7	9:30
Machine Operator	Sat April 7	noon

JUDGE OF ELECTION:

The Judge of Election is in charge of all Election Day activities and personnel inside the polls, including the Constable or Deputy Constable. The Judge opens and closes the polls and is responsible for the paperwork and delivering the election supplies to the satellite station. (West Chester Government Service Center)

MAJORITY INSPECTOR OF ELECTION:

Along with the Minority Inspector, this inspector will manage the poll books and grant Voter Ready ballots to the eligible voters. The Majority Inspector is so named as the Inspector receiving the most votes at the election. You are expected to appoint a Majority Clerk.

MINORITY INSPECTOR OF ELECTION:

Along with the Majority Inspector, this inspector will manage the poll books and grant Voter Ready ballots to the eligible voters. The Minority Inspector is so named as the Inspector receiving the second most votes at the election. Additionally, The Minority Inspector is expected to appoint a Minority Clerk and sign the provisional ballot envelope. Also, a copy of the election results and numbered list of voters are to be kept in a sealed envelope by the Minority Inspector for two years.

MAJORITY/MINORITY CLERK:

The Majority and Minority Clerk are appointed by the Majority/Minority Inspectors and may be assigned to fill in the Numbered List of Voters book.

****JUDGE OF ELECTIONS at each precinct has the responsibility to assign poll worker duties the morning of the Election.**