

County of Riverside Registrar of Voters  
2724 Gateway Dr.  
Riverside, CA 92507-0918

County of Riverside Registrar of Voters  
Election Officers & Polls Division  
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Riverside, CA 92507-0918



**SERVE YOUR COMMUNITY  
AND  
MAKE MONEY DOING IT!**

**RIVERSIDE COUNTY  
REGISTRAR OF VOTERS**  
2724 Gateway Drive, Riverside, CA 92507  
(951) 486-7200 \* (800) 773-VOTE (8683)  
California Relay Service (Dial 711)  
Apply online at: [www.voteinfo.net](http://www.voteinfo.net)



Are you detail oriented and enjoy working with people? Are you available to work four full days? Are you able to attend a 3 hour training class prior to working in a Vote Center? If you answered yes to all of the above, the Registrar of Voters invites you to serve as an Election Officer. Please join us for a rewarding and enjoyable day while performing your civic duty!

Anyone who is 16 years of age and older may serve as an Election Officer during Federal, State, and local elections. We need approximately 1,500 volunteers to serve at one of our many Vote Centers throughout the County of Riverside. We encourage individuals with bilingual skills in Spanish, Tagalog, Korean, Chinese (Cantonese/Mandarin), Vietnamese, and American Sign Language (ASL) to serve as Election Officers to assist voters who may be limited in English proficiency. Community participation is essential and we encourage you to put democracy into action.

Although serving as an Election Officer is considered a volunteer position, the County of Riverside compensates all Election Officers at a rate of \$20.00 per hour for hours worked.

All Election Officers are required to attend a state mandated training session. Training sessions are scheduled during the day and evenings to accommodate busy life-styles. Compensation of \$20.00 is paid for attending the required training session.

As an Election Officer some core duties will include:

- Setting up the Vote Center prior to the first day of voting.
- Staffing the Vote Center during your scheduled dates and hours.
- Opening and closing the Vote Center at the specified hours.

- Opening the Vote Center three days prior to Election Day from 9:00 a.m. – 5:00 p.m.
- Opening the Vote Center on Election Day at 7:00 a.m. and closing at 8:00 p.m.
- Greeting and processing voters.
- Instructing voters how to correctly mark ballots and on the use of the Accessible Voting Unit.
- Accounting for and returning all ballots and election materials to the Registrar of Voters office immediately after the close of the Vote Center.

To apply, you may submit your application (see application on next page) to the Registrar of Voters office via regular mail, fax, e-mail, or online.

Once your application has been submitted, you will receive a follow up call from a member of our recruitment staff.

We hope you will consider serving as an Election Officer for upcoming elections and we look forward to your application!

As members of the community we like to receive your feedback and suggestions. If you have any recommendations for facilities or businesses in your community that may be considered for use during our upcoming elections, please provide our office with any information you may have.

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Election Officers & Polls Division

2724 Gateway Drive  
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**Fax:**

(951) 486-7320

**E-mail:**

[rovpolls@rivco.org](mailto:rovpolls@rivco.org)

**Online:**

[www.voteinfo.net](http://www.voteinfo.net)

