



Washoe County Employee Resource Sharing Program

Absentee Ballot Team

Assist with processing of mail-in ballots, from sorting and scanning to opening and organizing by precinct, prepping ballots for ICC scanning (vote counting/casting), being a part of the duplication or adjudication board (helping process torn or ripped ballots or military ballots received via email).

- Must have supervisor approval
- Able to lift 5-25 lbs
- Able to accurately count and inventory under extreme time deadlines
- Ability to stand and walk for long periods of time
- Assist with sorting received ballots by precinct
 - Scanning unopened ballots into database
- Assist in opening ballots
- Prep ballots for scanning through ICC (vote counting/casting machine)
 - Pre-counting of ballots for scanning
 - Verifying precinct numbers and sorting
- Assist as needed with running of ICC scanners
- Duplication board June 4th / Oct 29th until election (must be a registered voter in order to maintain a mixed duplication board)
 - Physical duplication of military ballots received via email or regular ballots due to rips and tears
- Adjudication team June 5th / Oct 30th until election (must be a registered voter in order to maintain a mixed adjudication team)
 - Reviewing ballots questioned by scanning software due to possible irregular markings
- Training timeframe
 - Training for various duties and assignments will be handled onsite as needed
- Time Commitment
 - For Primary
 - May 18th – June 9th (dates vary depending on the task and volume of work)
 - 8:00 am – 5:00 pm, Monday – Friday
 - After business hours window, 5:00 pm-10:00 pm
 - Weekend work hours 9:00 am – 6:00 pm
 - Election Day, June 9th – 7:00 am to 9:00 pm
 - For General
 - October 20th – November 3rd (dates vary depending on the task and volume of work)
 - 8:00 am – 5:00 pm, Monday – Friday
 - After business hours window, 5:00 pm-10:00 pm
 - Weekend work hours 9:00 am – 6:00 pm
- Election Day, June 9th – 7:00 am to 9:00 pm
- Compensation
 - Employees Department pays employee regular hours worked while working for Registrar of Voters. Employee must obtain prior supervisory approval. Approval for any overtime worked for Registrar of Voters in the form of earned compensation time, overtime or flex time is paid by the employees Department.

