

# PINAL COUNTY ARIZONA ELECTIONS DEPARTMENT

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## Election Board Worker Job Description

### **MARSHAL**

#### **JOB SUMMARY**

This is a temporary position within Pinal County Elections and is assigned to a precinct polling place. Marshals preserve polling place order, greet and assist voters with the voting process, monitor curbside voting, and ensure the polling place is operating in accordance to state law on Election Day.

#### **TYPICAL DUTIES:**

- Assist with set-up and tear-down of all voting equipment, booths, tables, chairs, and supplies.
- Post polling place signage inside and outside the polling place.
- Establish the seventy-five foot (75 ft.) limit boundary and monitor electioneering activity.
- Greet, direct, and assist voters.
- Oversee curbside voting area and notify poll workers when curbside voters arrive.
- Issue Oath of Office to Inspector.
- Announce opening and closing of polls outside the polling place.
- Analyze and monitor voter lines.
- Relieve poll workers for meals and breaks.
- Perform routine inspections inside and outside the polling place.

#### **REQUIREMENTS:**

- Must be a Pinal County registered voter.
- Not be a candidate for office in the election.
- Not be related to candidates on the election ballot.
- Remain nonpartisan during the election.
- Must be of the opposing political party of the Inspector.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of election laws and procedures.
- Skill in effective oral communication.
- Skill in customer service.
- Skill in active listening.
- Ability to be calm, polite and have reasonable approach.
- Ability to be observational and effectively monitoring polling place.

#### **PHYSICAL DEMANDS**

Ability to be mobile and seated at various times when work demands.

#### **TRAINING**

Commitment to participate in online and in-person mandatory training.

#### **WORK ENVIRONMENT**

Work is performed indoors and outdoors in a relatively safe, secure, and stable work environment and may periodically have unpredicted requirements or demands.