



## City of Palmer 2020 Election Official Application

City Clerk's Office  
231 W. Evergreen Ave., Palmer, AK 99645  
(907) 761-1301 phone | (907) 761-1340 fax  
[cityclerk@palmerak.org](mailto:cityclerk@palmerak.org)  
[www.palmerak.org](http://www.palmerak.org)

Thank you for your interest in serving as an election official for the City of Palmer. Every election, many city residents play an important role by helping to operate polling places. Election officials put a face on the election process and work hard to ensure their neighbors can vote with ease, while helping us to safeguard the process so all city residents have confidence in the election results. Election officials are responsible for carrying out the election process under the direction and supervision of the City Clerk. Qualifications and general duties are described below. Training and compensation are provided.

If you are interested in serving, please complete and return the attached application to the City Clerk's Office **by May 15, 2020**. Applications must be submitted annually. Applicants selected to serve will be contacted to confirm their precinct assignment and training schedule. If you have any questions, please contact the City Clerk's Office at 761-1301.

### Qualifications:

- Must be a registered voter of the Matanuska-Susitna Borough, preferably the City of Palmer.
- Must be willing to remain non-partisan on Election Day and not express political opinions while on the job.
- Able to lift 10 pounds.
- Able to sit or stand for long periods of time.
- Must have transportation to and from the polling place and training.
- Able to read, write and speak the English language.
- Attend a training class in person.

### Poll Chairperson

- Oversees the Election Day operations at an assigned polling place. Duties include, but are not limited to, managing and working with election workers assigned to the polling place, coordination of site access, supply pickup and secure storage, voting area set up, equipment verification, completing opening and closing procedures, assisting and processing voters, ensuring ballots and voting supplies are secure and returned to the city.
- Estimated time commitment:
  - Mandatory training: 3 hours
  - Polling place set up: 2 hours
  - Election Day: 6:30 a.m. to approximately 9:30 p.m.

### Poll Worker

- Works on Election Day at an assigned polling place. Duties include but are not limited to assisting in the opening and closing of the polls, setting up equipment and supplies, and assisting and processing voters.
- Estimated time commitment:
  - Mandatory training: 3 hours
  - Possible polling place set up: 2 hours
  - Election Day: 6:15 a.m. to approximately 9:30 p.m.

### Early Voting Worker

- Works at an assigned Early Voting site. Duties include but are not limited to completing opening and closing procedures, setting up equipment and supplies, and assisting and processing voters.
- Estimated time commitment:
  - Mandatory training: 3 hours
  - Beginning 15 days before Election Day through the day before Election Day, Monday – Saturday, 8:00 a.m. to 5:00 p.m.



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**ELECTION OFFICIAL APPLICATION**

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**1. APPLICANT INFORMATION - PRINT CLEARLY AND LEGIBLY**

|  |             |              |
|--|-------------|--------------|
| Last Name:   | First Name: | Middle Name: |
| Home Phone:  | Work Phone: | Cell Phone:  |
| Email Address:   |             |              |
| Residence address (include street name and house number):  |             |              |
| City:  | State:      | Zip:         |
| Mailing address, if different from your residence address:   |             |              |
| City:  | State:      | Zip:         |
| What position(s) are you most interested in working? <ul style="list-style-type: none"> <li><input type="checkbox"/> Early Voting Worker</li> <li><input type="checkbox"/> Poll Worker on Election Day (all day)</li> <li><input type="checkbox"/> Poll Worker on Election Day (Morning Half Day: 6:15-2)</li> <li><input type="checkbox"/> Poll Worker on Election Day (Afternoon Half Day: 1:30-9:30)</li> <li><input type="checkbox"/> Poll Chairperson on Election Day</li> <li><input type="checkbox"/> Review Board</li> <li><input type="checkbox"/> Canvass Board</li> </ul> |             |              |
| Which City Precinct do you wish to be assigned, if any ( <i>We may be unable to accommodate requests</i> ): <ul style="list-style-type: none"> <li><input type="checkbox"/> 11-070 – Matanuska Borough Building (Poll and Early Voting Location)</li> <li><input type="checkbox"/> 11-075 – Palmer Senior Center (Poll Only)</li> </ul>  |             |              |
| Have you previously served as an election official in Alaska? If so, where and when?<br><br><br>   |             |              |

**2. CONFLICTS**

Are you actively involved in a campaign or political action committee?  NO  YES

Do you have a familial relationship with a candidate on the ballot?  NO  YES

**3. CERTIFICATION AND SIGNATURE**

I certify the information contained in this application is true, accurate, and complete to the best of my knowledge.

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

**FOR OFFICE USE ONLY**

|                        |  |
|------------------------|--|
| Date Received: _____   | Assignments: <ul style="list-style-type: none"> <li><input type="checkbox"/> Early Voting Location and Shift: _____</li> <li><input type="checkbox"/> Poll 11-070: MSB      <input type="checkbox"/> Poll 075: Senior Center</li> <li><input type="checkbox"/> Review Board      <input type="checkbox"/> Canvass Board</li> </ul> |
| Voting Precinct: _____ |  |

Notes: