



Election Worker Positions

To apply for or inquire about any of the positions listed below, please complete the **Hopkins County Election Worker Application**.

Election Workers play an important role in ensuring elections are conducted accurately, securely, and efficiently. Each position has specific responsibilities to help provide voters with a positive experience at the polls.

Election Judge

An **Election Judge** is appointed for an upcoming election and is responsible for overseeing the operation of a designated polling location on Election Day.

Responsibilities may include:

- Supervising the polling location and Election Workers assigned to that location.
- Coordinating with the polling location regarding opening and closing procedures.
- Receiving custody of election equipment and supplies.
- Ensuring election procedures are followed according to the Texas Election Code and training instructions.
- Maintaining the security of election materials and equipment throughout the election.
- Returning required election materials and equipment to the designated location after the polls close.

Alternate Election Judge

An **Alternate Election Judge** is appointed for an upcoming election and assists the Election Judge with assigned duties.

Responsibilities may include:

- Assisting the Election Judge with polling place operations.
- Helping ensure all election procedures are followed.
- Serving as the Election Judge if the appointed Election Judge is unable to perform their duties.
- Assisting with the setup, operation, and closing of the polling location.



The Alternate Judge should be affiliated with a different political party than the Election Judge, as required by election procedures.

Election Clerk

An **Election Clerk** assists the Election Judge and Alternate Election Judge with the operation of the polling location.

Responsibilities may include:

- Greeting and assisting voters.
- Checking in voters and verifying voter information.
- Assisting voters with the voting process.
- Helping maintain election forms and required paperwork.
- Assisting with opening and closing procedures.
- Following all instructions provided during election training.

Election Worker Training & Schedule

All Election Workers who serve as an **Election Judge, Alternate Judge, Election Clerk, or Bilingual Election Clerk** must attend required election training before working an election.

Training is designed to ensure all Election Workers are prepared and knowledgeable about their duties and responsibilities.

Election Day polling hours are:

7:00 a.m. – 7:00 p.m.

Election Workers must arrive early enough to complete setup before polls open and remain after polls close to complete closing procedures, secure equipment, and return election materials as instructed.



Election Worker Pay Rates

Election Workers are compensated for their service according to their assigned position:

- **Election Judge:** \$12.00 per hour
- **Alternate Election Judge:** \$12.00 per hour
- **Election Clerk:** \$12.00 per hour

Thank you for your willingness to serve as an Election Worker. Your dedication helps ensure that Hopkins County elections are conducted securely, accurately, and professionally.