

**PIMA COUNTY RECORDER'S OFFICE
ELECTION AIDE QUESTIONNAIRE**

NAME: _____

ADDRESS: _____ **HOME PHONE:** _____

_____ **CELL PHONE:** _____

E-MAIL: _____

Most of these jobs are at the downtown location. Parking and bus service is available downtown, but employees are responsible for all parking/bus fees.

1. Do you have any experience or background in election activities and/or voter registration? Yes No
If yes, please explain. _____

2. Have you ever been a Poll Worker for any County or City election? Yes No

If yes, were you a:

- Clerk Approximately how many times? _____
 Judge Approximately how many times? _____
 Marshal Approximately how many times? _____
 Inspector Approximately how many times? _____

Additional Comments: _____

3. Do you have experience in the following areas?

- Data Entry** Yes No **Typing Experience** Yes No

If yes, please list type of software/programs used: _____

List approximate WPM typing speed: _____

Other Computer Experience (Please explain) _____

4. How would you rate yourself on computer experience?
- Excellent Good experience
- Fair experience Minimal/None

Please explain your rating: _____

5. Election activities may require **heavy** work schedules and overtime for extended periods of time. This can be as many as 60 – 80 hours per week for several weeks in a row for **full-time** workers. Please check all times below that apply to your availability:

What hours are you available (between 6:00 a.m. and 10:00 p.m.)?

	Day Shift	Evening Shift
<input type="checkbox"/> Monday	_____ a.m. to _____ p.m.	_____ p.m. to _____ p.m.
<input type="checkbox"/> Tuesday	_____ a.m. to _____ p.m.	_____ p.m. to _____ p.m.
<input type="checkbox"/> Wednesday	_____ a.m. to _____ p.m.	_____ p.m. to _____ p.m.
<input type="checkbox"/> Thursday	_____ a.m. to _____ p.m.	_____ p.m. to _____ p.m.
<input type="checkbox"/> Friday	_____ a.m. to _____ p.m.	_____ p.m. to _____ p.m.
<input type="checkbox"/> Saturday	_____ a.m. to _____ p.m.	_____ p.m. to _____ p.m.
<input type="checkbox"/> Sunday	_____ a.m. to _____ p.m.	_____ p.m. to _____ p.m.

Are you available to work the following holidays?

- Labor Day (September 1, 2008) Yes No
- Columbus Day (October 13, 2008) Yes No
- Veterans' Day (November 11, 2008) Yes No

Please list any other holidays or other dates you would not be available between September and November of 2008 (excluding Thanksgiving):

6. Do you have any planned time off for vacations or out-of-town trips during 2008 calendar year?
- Yes No If "Yes," please provide approximate dates you will not be available _____

7. Have you ever worked on or contributed money to a political campaign?
- Yes No If "Yes," please provide details (Identify candidate/campaign)? _____

8. Are you related to or personally associated with anyone who works in the media, i.e., newspaper, radio, television? If yes, please provide details.

Yes No If "Yes," please provide details (Identify media/personality and relationship)

9. Do you have a **current** voter registration in Pima County (i.e., correct name and current residential address)?

Yes No

10. What of the following tasks would you be interested in performing?

- Satellite Early Voting (Staffing an early voting site, providing ballots to walk-in voters. Sites listed below.)
 - Green Valley Oro Valley Marana Ajo
 - Midtown Tucson Southside Tucson Eastside Tucson U of A
- Team Voting (Travel in a County provided vehicle with another staff person to hospitals, hospices, homes, etc., to assist incapacitated voters.)
- Mail Ballot Assembly (Assembling and 2nd checking ballot packages for mailing out.)
- Data Entry (Entering voter registration information into computer system)
- Phone Bank (Receiving early ballot requests, answering routine voter registration questions.) This requires data entry experience.
- Courier (Driving in a County provided vehicle between sites, delivering materials; requires moderate lifting)
- Mail Delivery to Post Office (requires lifting of mail tubs and pushing carts)
- Opening And Processing Mail (voter registration forms and early ballot requests)
- Routine Filing

11. Are you able to lift and carry up to 40 pounds at one time?

Yes No

12. Please describe any customer service experience you may have, in person or over the phone: _____

13. Do you have a valid Arizona driver's license?

Yes No

14. Do you have personal transportation other than public transportation?

Yes No

15. Please list any other information that you feel may be relevant to your employment as an Intermittent Election Aide with the Pima County Recorder's office:

Applicant Signature

Date

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This Space For Office Use Only
