

Elections Department Temporary Employee(s) Time Table

2011 - (Odd Year)	Temp. Employees Needed	IT Div.	VR Div.	Elections Div.
Jan	3	<ul style="list-style-type: none"> Prepare all Votronics for any maintenance with Elections Systems & Software. Take inventory of all DRES. Repair any Votronics, cages, bins and or laptops. Categorize all Votronics by purchase date. 	<ul style="list-style-type: none"> Key punching of all voter applications Cleaning of voter registration system street indexing, and voter jurisdictions. Assist in application of Geocoded voters to voter registration system. Modify voter registration system to reflect any boundary annexations 	<ul style="list-style-type: none"> Help with Inventory of Supplies Help with the storage of documents from past elections Boxing up all documents pertaining to each election and labeled Help with shredding of documents from past years Documents that have been held in storage for the time required by law.
Feb	3			
Mar	3			
Apr	10	<p>All steps are performed for each election separately:</p> <ul style="list-style-type: none"> Clean, pre-test and setup Votronic DRES. Inspect all delivery cages. Create laptop bins. Load Early Voting software. Prepare Votronic DRES for Logic & Accuracy Testing. Perform Logic & Accuracy test. Prepare supply bins for Votronic DRES. Deliver all election cages for both Early Voting & Election Day. Deliver supplies and pickup combination forms during Early Voting. Pickup all Votronic DRES cages Identify all Votronic DRES as returned. Clean, inspect and service all Votronic DRES returned. 	<p>Depending on the amount of new voter registration applications, change of address applications, DPS applications and amount of candidates running for office, VR workflow may change. These Steps are done prior to every election and application deadline. These processes are on going through out the year.</p> <ul style="list-style-type: none"> Key punching of all new voter registration applications. Key punching of all change of address applications. Key punching of all DPS voter applications. Cleaning and spot checking of street indexing and voter jurisdictions. Scanning and storage of all voter registration applications 	<p>Duties of Assembling Supply Bins Include:</p> <ul style="list-style-type: none"> The compiling of forms and documents necessary at the polling locations. These documents and forms are broken down into four different sections / folders. Folders are arranged in numerical order, then other supplies that are also necessary to have at the polling locations are placed into bins. Helping with copies for Sample Ballots The copying of sample ballots for each different precinct or ballot style by location. Finishing up bins for distribution. Assigning phones to the locations issuing out keys for cages with supplies, schedules and adding provisional ballots. Assembling Mail in Ballot Kits Possibly work polling locations Assisting with the after math of election Taking the bins apart Organization of warehouse supply room Washing of aprons and cleaning of everything that was returned. Assisting with the after math of election Boxing up all documents pertaining to each election and labeled
May	10			
Jun	10			
Jul	10	<ul style="list-style-type: none"> Prepare all Votronics for any maintenance with Elections Systems & Software. Take inventory of all DRES. Repair any Votronics, cages, bins and or laptops. Categorize all Votronics by purchase date. 	<ul style="list-style-type: none"> Key punching of all voter applications Cleaning of voter registration system street indexing, and voter jurisdictions. Assist in application of Geocoded voters to voter registration system. Modify voter registration system to reflect any boundary annexations 	<ul style="list-style-type: none"> Help with Inventory of Supplies Help with the storage of documents from past elections Boxing up all documents pertaining to each election and labeled Help with shredding of documents from past years Documents that have been held in storage for the time required by law.
Aug	10			
Sep	10			
Oct	6	<ul style="list-style-type: none"> Clean, pre-test and setup Votronic DRES. Inspect all delivery cages. Create laptop bins. Load Early Voting software. Prepare Votronic DRES for Logic & Accuracy Testing. Perform Logic & Accuracy test. Prepare supply bins for Votronic DRES. Deliver all election cages for both Early Voting & Election Day. Deliver supplies and pickup combination forms during Early Voting. Pickup all Votronic DRES cages Identify all Votronic DRES as returned. Clean, inspect and service all Votronic DRES returned. 	<ul style="list-style-type: none"> Key punching of all new voter registration applications. Key punching of all change of address applications. Key punching of all DPS voter applications. Cleaning and spot checking of street indexing and voter jurisdictions. Scanning and storage of all voter registration applications 	<p>Duties of Assembling Supply Bins Include:</p> <ul style="list-style-type: none"> The compiling of forms and documents necessary at the polling locations. These documents and forms are broken down into four different sections / folders. Folders are arranged in numerical order, then other supplies that are also necessary to have at the polling locations are placed into bins. Helping with copies for Sample Ballots The copying of sample ballots for each different precinct or ballot style by location. Finishing up bins for distribution. Assigning phones to the locations issuing out keys for cages with supplies, schedules and adding provisional ballots. Assembling Mail in Ballot Kits Possibly work polling locations Assisting with the after math of election Taking the bins apart Organization of warehouse supply room Washing of aprons and cleaning of everything that was returned. Assisting with the after math of election Boxing up all documents pertaining to each election and labeled
Nov	6			
Dec	6			