



Voter Registration
COUNTY-CITY BUILDING
227 WEST JEFFERSON BLVD
SOUTH BEND, INDIANA 46601
PHONE: 574-235-9521

Vote Center Tech

Non-partisan, one per Vote Center

The Vote Center Tech becomes familiar with and functionally sets up election equipment at a Vote Center location the day prior to the election and subsequently works at their designated Vote Center from 5 AM to 8 PM on Election Day assisting in opening and closing technical aspects as well as troubleshooting throughout the day as needed. Mandatory training is paid. **Despite Monday setup, the Tech *must* arrive by 5 AM on Election Day and remain on-site ALL DAY until duties are completed.**

Before Polling Opens:

- Attend one of the available in-person equipment training sessions (approximately three hours) during the month prior, becoming familiar with election equipment and picking up supplies
- Attend one of the available remote Vote Center Worker training sessions (approximately one hour). Scheduled selection will include at least one evening the week before and multiple times the weekend before to the election
- Monday (the day before Election Day) set up equipment in a functional manner and/or identify potential set-up (e.g. good hotspot signal location)
- On Election Day, arrive at Vote Center at 5 AM
- Set up remaining equipment that may not have been prudent to do so earlier (e.g. electronic pollbooks and accessories), test where appropriate

When Polling is Open

- Troubleshoot and log equipment issues, contact Remote Machine Technician with escalations

After Polling Closes

- Close down equipment, assisting Inspector with reports and record
- Pack up equipment to be shipped
- Return supplies

Additional Requirements:

- At least 18 and a United States citizen
- Driver license and independent transportation
- Smartphone with SMS (text) messaging

For more information, email VoteCenterTech@gmail.com and be sure to include “**Vote Center Tech Info**” in the subject line.