



TOWN OF NORTH ATTLEBOROUGH, MASSACHUSETTS
Board of Election Commissioners
43 South Washington Street
North Attleborough, MA 02760-1642
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Information for Poll Workers in North Attleborough

The Elections Office is currently recruiting Voter List Checkers to work on Election Days only. You do not need to be a resident of North Attleborough, but you do need to be registered to vote in the town you live in.

We have listed some information about poll workers and what a Voter List Checker does at the polls. If you should have any questions after reading this information, please call the Elections Office at 508-699-0106 and we will be happy to answer them for you.

North Attleborough has 9 Precincts in two polling places. On Election Day, there are various poll worker jobs at the polls.

These include:

Wardens – there are 3 Wardens for our 9 precincts

Clerks – there is 1 Clerk assigned to each precinct, along with Provisional Clerks

Voter List Checkers – there are 4 for each precinct

The polls open at 7 AM and close at 8 PM. There is only one shift and workers cannot leave the polling place. You will be provided with meals for Breakfast, Lunch and Supper.

All workers report to the Warden by 6:30 AM and must stay after the polls close to assist in shutting down the polling location. You will be paid an hourly rate for your time, plus meals. (For Town Preliminary Elections, the polls open at Noon and close at 8 PM. You would report to the Warden by 11:30 AM for a Preliminary Election, and would be provided with an evening meal.)

All new poll workers begin as Voter List Checkers. We will have a training session before the election for all new Checkers, where you will be instructed how to perform the Voter List Checker job.

What does a Voter List Checker do?

On Election Day there are tables set up in each precinct for voters to check in, receive a ballot, and to check out after they have voted. There are 2 Checkers at each of these tables.

When a voter goes to the polls on Election Day, they go to their precinct's In table. The voting list is arranged alphabetically by street names in that precinct. The voter will tell the Checker their street address, such as #2 Main St. The Checker will look for Main St. on the voting list, locate #2 Main St. When the Checker finds the address of #2 Main St., the Checker will ask the voter for their name. (The voters who live at that address will be listed alphabetically.) The Checker will then locate the voter's name at that address and place a check mark in the proper place on the voter list. The Checker will then hand the voter a ballot to vote.

When the voter has marked their ballot, they will go to the Out table, where the Checker at the Out table will ask for their address and name and mark their name off on the voting list. (The same as the Checker at the In table did) The voter will then insert their ballot into the voting machine, which will count the ballot and deposit it into the ballot box.

A similar process occurs when Absentee Ballots are sent to the polls. When a voter votes an Absentee Ballot, they seal it in the ballot envelope and it remains sealed until it is processed at the polls. There is information filled out on the envelope with the voter's name, address, and precinct. The Clerk for each precinct brings the Absentee Ballots to the In table, where the Checker locates that voter on the voting list and checks off the voter list that the ballot has been processed. The same process occurs at the Out table; the Clerk then opens the envelope and inserts the ballot into the voting machine.

When the polls close at 8 PM the day is not over yet. The voter lists at both the In and the Out tables are totaled. (the totals match the number of ballots inserted into the voting machines.) Some Checkers will tally the write-in votes, some will check the supply cases, and some will assist in other precincts. The Clerk will assign any end of the night tasks for the Checkers. When the Warden gives the OK all poll workers will be able to leave.