



Same-Day Registration Attendant

Length of Assignment

- Varies by assignment

Compensation

- \$12.50 per hour

Reports To

- Chief Deputy of Elections / Election Operations Manager

Locations

- Carson City Community Center
- Stewart Colony Wellness Center (*Election Day only*)
- Additional polling places as assigned

Position Summary

- The Same-Day Registration Attendant assists voters who need to register or update their information on Election Day. This role ensures accuracy, compliance with election laws, and a positive voter experience while maintaining privacy.

Key Responsibilities

- Greet voters and direct those needing registration or updates.
- Verify eligibility and required documentation.
- Assist with completing registration forms accurately.
- Enter voter information into electronic poll books or paper logs.
- Direct voters to ballot issuance and follow chain-of-custody procedures.
- Maintain confidentiality and escalate issues to the Site Lead when necessary.



Same-Day Registration Attendant

Qualifications

- Strong attention to detail and accuracy.
- Excellent communication and customer service skills.
- Ability to remain calm under pressure.
- Basic computer skills (poll book experience preferred).
- Neutral and nonpartisan behavior at all times.

Requirements

- Completion of mandatory training on registration laws and procedures.
- Ability to work long shifts during election periods.
- Comfortable handling sensitive information.