



Elections Line Attendant

Length of Assignment

- Varies by assignment

Compensation

- \$12.50 per hour

Reports To

- Chief Deputy of Elections / Election Operations Manager

Location

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

About the Role

- The Elections Line Attendant ensures an orderly and efficient voting experience by greeting voters, managing lines, and providing clear instructions. This position requires professionalism, impartiality, and strong communication skills to help maintain smooth operations at polling locations.

Responsibilities

- Welcome voters and guide them to the correct check-in station or voting area.
- Organize and monitor voter lines to maintain order and minimize wait times.
- Answer basic questions about the voting process without influencing voter decisions.
- Assist voters with disabilities or special needs in compliance with election laws.
- Maintain neutrality and uphold election integrity.



Elections Line Attendant

- Report any disruptions, safety concerns, or irregularities to the polling place lead.
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Qualifications

- Excellent communication and interpersonal skills.
- Ability to remain calm and professional in a busy environment.
- Commitment to impartiality and confidentiality.
- Physical ability to stand for extended periods and manage crowd flow.
- Must meet state eligibility requirements for election workers.

Key Competencies

- Neutrality & Ethics
- De-escalation & Conflict Management
- Attention to Detail
- Communication
- Teamwork
- Integrity

Schedule

- Election Day and/or early voting periods
- Flexible shifts; punctuality is essential