



Welcome!

TRAVIS COUNTY ELECTIONS



Welcome to the Elections Team!

Thank you for your service to the voters of Travis County. You are an integral part of conducting elections in Travis County.

Your job will include managing the logistics of your polling location, qualifying and assisting voters, and processing legally required forms.

With your contributions, our Elections Team can ensure voters their right to a fair and free election.





Dear Early Voting Deputy/ Election Day Judge,

The Early Voting Deputy and Election Day Judge roles are leaderships position that entail managing the polling site, delegating tasks among your team members, and aligning with our mission of providing excellent customer service to every voter.

Amid long hours and strict deadlines, we are counting on you to provide good customer service. Thank you for being thorough, accurate, and attentive to detail.

We sincerely thank you!



Meet the Training Team



Dan Racer

“It is our goal to give you the training and tools so that each day of voting will bring excitement and a strong sense of fulfilling your civic duty.”



Andres Sanchez



Meet the Personnel Team



Adam Alvarez



Natalia Nassour



Chelsea Townsend







Indigo Raetz



Juan Gregg



Before your first shift

-  **Attend training. Please be on time to your assigned training. If you attend an in-person class, bring a pen or pencil to write with.**
-  **Review the Training Manual and the Personnel Handbook. Both can be found online at the Election Training Center.**
-  **Deputies/Judges: A team roster will be emailed to you. Please contact all team members prior to the first day of Early Voting.**
-  **Know the details of your site set up.**

Early Voting Worker Shifts

Early Voting shifts will be split as follows:

Monday-Saturday

AM shift* - 6/6:30AM-1PM

PM shift - 1PM-7PM**

Sunday:

AM shift* - 11:00/11:30AM-3:00PM

PM shift - 3:00PM-6:00PM**

**Early Voting locations that have extended hours
on the last two days of early voting will have their
shifts split differently.**

AM shift* - 6/6:30AM-2:30PM

PM shift - 2:30PM-10:00PM**

***Sites that are lockable can arrive 30 minutes prior to polls opening**

****PM workers must stay until the completion of closing procedures after the last voter in line at 7pm has finished voting.**

NOTE: Workers should not arrive more than 15 minutes early to a shift.



Election Day Worker Shifts

There are no split shifts for election day.

Election Day Worker shift times:

6/6:30AM-7PM*

*Sites that are lockable and set up prior to Election Day can arrive 30 minutes prior to polls opening.

**Election Day workers must stay until the completion of closing procedures after the last voter in line at 7pm has finished voting.

NOTE: Workers should not arrive more than 15 minutes early to a shift.



Your Timesheet

Your time is recorded digitally in the **ePollbook**.

When your clock in/out label prints from the Brother printer, you will attach it to your timesheet, **the Statement of Oaths and Compensation** form. *Please don't forget to sign this form!* (pg. 25-26)

There are separate **timesheet envelopes** for each pay period, meaning that Early Voting will have two timesheet envelopes and Election Day will have one. Place your completed timesheet in the correct timesheet envelope.



Site Set Up

Early Voting

Early Voting Deputies will have a scheduled Site Set Up Appointment with their assigned Voting Equipment Technician.

Election Day

Election Day Judges, Alternate Judges, and other poll workers are responsible for setting up and closing down the polling site.

*For any question about site set-up, there is a limited availability for Technicians to guide you through the process. If one is not available for you, the **Call Center** will assist you. You can reach the **Call Center** at 512-854-4783.

Follow the **Poll Worker Training Manual** and your **ADA Remediation Checklist** for guidance on how to correctly set up your polling location.



Last Day of EV & Election Night

Early Voting Closeout

Early Voting Deputies and one other worker are required to return the Election materials to 5501 Airport Blvd on the last night of Early Voting.

If the Deputy is not available to return Election materials on the last night of Early Voting, the Alternate Deputy and one other poll worker may take their place.

Central Receiving Station

Election Day Judges and one other poll worker are responsible for returning materials to 5501 Airport Blvd at the end of Election Day.

If the presiding Judge is unavailable to return Election materials to Central Receiving after polls close on Election day, the Alternate Judge and one other poll worker may take their place.



Writ of Election

- ☒ **A Writ of Election will be sent to your address we have on record.**
- ☒ **This document serves as an official notification to the Election Judge of their duty to hold the election.**
- ☒ **It contains contact information for the Alternate Judge.**
- ☒ **And has information for your polling site contact.**



Before Election Day



It is your responsibility to contact your Alternate Judge and polling site to arrange a time to:

- **familiarize yourselves with the site,**
- **complete pre-set up and**
- **learn how to gain access at 6am on Election Day. If you have any difficulty contacting your polling site, please email: PollingPlaces@traviscountytexas.gov**



Before Election Day



It is your responsibility to contact your Alternate Judge and polling site.






A team roster will be emailed to you. Please contact all the team members to confirm that they will be in attendance on Election Day.

- If you are unable to make contact, or if a team member is no longer available to work, please notify us by emailing eRecruiting@traviscountytexas.gov or call us at 512-854-4996.**






Before Election Day

-  **It is your responsibility to contact your Alternate Judge and polling site.**
-  **A team roster will be emailed to you. Please contact all the team members to confirm that they will be in attendance on Election Day.**
-  **You must pick up Election Day supplies in your vehicle at our drive-through location at 5501 Airport Blvd, Austin, TX 78751. You'll receive a Supply Pick-Up Flyer with the date, time, and other details. At Supply Pick-Up, you'll need to present your ID.**





On Election Day

-  **Judges are required to sign all the ballots at the polling site on Election Day. You can purchase a signature stamp, but we cannot reimburse you for the cost.**
-  **Adhere to the procedures outlined in the Poll Worker Manual and follow guidance from the Call Center and Voting Equipment Techs throughout the day.**
-  **After you and your team close polls on Election Day, you must return the Election Day supplies to our Central Receiving Station (CRS), located at 5501 Airport Blvd, Austin, TX 78751.**

After Election Day



Judges must retain the required election documentation for 22 months as specified on the Judge's Pink Envelope.



To help us improve, please share your feedback on your elections experience as soon as you can. You can use the Feedback Survey QR code found under the lid of your Election Day forms box, or email us directly at eRecruiting@traviscountytexas.gov



Important Links

[Travis County Elections Website](#)

[Online Training Center](#)

[Poll Worker Training Manual + Supplemental Handout](#)
[Personnel Handbook](#)



Thank You!

Travis County Elections couldn't do this without you.

Reach out to us with any questions, comments, or concerns

TCCTrainingAdmin@traviscountytx.gov

erecruiting@traviscountytx.gov

Front Desk: 512-854-4996

Call Center: 512-854-4783