



Brian Van Bergen  
Yamhill County Clerk

414 NE Evans St, McMinnville, OR 97128-4607 • Ph. 503.434.7518 • Fax 503.434.7520 • clerk@co.yamhill.or.us  
Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

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## Election Board Worker &/or Drop Box Closer Application

Thank you for taking the time to complete this application. Yamhill County attempts to select Election Board Worker and Ballot Drop Box Closer candidates who are best suited for the tasks.

Election Boards are made up of at least 2 people from different political parties. Each election is different so the number of Board Members we need each year varies.

### **About the application**

Please complete the application in its entirety. When complete, you may hand-deliver, mail, fax or e-mail it to the Yamhill County Clerk's Office.

Please attach a resume, a completed Interview Questions form and any letter(s) of reference you would like to share. Do not send originals as they will not be returned. If a question does not apply, write "n/a" or "not applicable".

The Yamhill Election Board Workers serve **under oath** and carry out their duties in **public** and all functions can be observed at all times.

We need candidates who:

1. Have a working knowledge of election rules and laws
2. Are willing to participate in work that is observed by members of the public
3. Can quickly make determinations of what type(s) of document(s) being reviewed
4. Can accurately and neatly document all work completed
5. Can work well with others – even those with completely different political views
6. Can work a very flexible schedule that is entirely dependent on the volume of voters' ballots the County Clerk receives per day

All Election Board Worker positions require training.  
Some of that training must be taken at least every other year.



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## Application

**Applying for:**       Board                       Closer                       Either (as needed)

\_\_\_\_\_  
First                                      Middle                                      Last Name

\_\_\_\_\_  
Address                                      City                                      State/Zip

\_\_\_\_\_  
Home phone                                      Cell phone                                      Work phone

\_\_\_\_\_  
e-mail

**Work history (3 most recent):**

**(1)** Most recent employer: \_\_\_\_\_

Position(s) title: \_\_\_\_\_

Type(s) / description of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Years of service: \_\_\_\_\_

Any additional notes: \_\_\_\_\_

\_\_\_\_\_

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**(2)** Previous employer: \_\_\_\_\_

Position(s) title: \_\_\_\_\_

Type(s) / description of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Years of service: \_\_\_\_\_

Any additional notes: \_\_\_\_\_

\_\_\_\_\_

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**(3) Previous employer:** \_\_\_\_\_

Position(s) title: \_\_\_\_\_

Type(s) / description of work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Years of service: \_\_\_\_\_

Any additional notes: \_\_\_\_\_  
 \_\_\_\_\_

**Education/Training:** \_\_\_\_\_  
 \_\_\_\_\_

**List any other skills, education, training, history, etc. directly related to Election Board service:**  
 \_\_\_\_\_  
 \_\_\_\_\_

## Election Board Worker tasks and schedule availability

Which of our tasks are you willing to do?

- Drop Box Closer:** Our drop box closers work in teams of at least 2 people (from different political parties). Teams meet at our office, collect badges, keys, bags, etc. and drive to their designated drop box. At 8pm they remove all the contents from their box, lock it, and bring everything back here. Drop Box Closers are truly volunteers – these volunteers do not get paid.
- Signature verification:** Signature verification is a computer-centric task. A person scans the barcode on the voter’s envelope and is presented with that voter’s registration signature. That signature on file is compared with the signature on the envelope. For the 2020 General Election this task will be done most likely on 10/21, 10/23, 10/26, 10/28, 10/29, 10/30, 10/31, 11/2 & 11/3. These are paid positions.
- Opening/Extracting Board:** The most labor-intensive job is what we call “opening” or “extracting”. We work in teams of at least 2 people and extract all the contents out of the ballot envelopes. This is a physical process which requires long stretches of time sitting at tables, working with individual envelopes and ballots. They must be able to discern the difference between a single sheet of paper and multiple sheets. This task will be done 10/28, 10/29, 10/30, 10/31, 11/2 & 11/3. These are paid positions.
- Resolving:** Our Resolving (or Adjudication) Boards work with computers and document scanners. These teams work at computer workstations for long periods of time, can operate scanners and be able to discern poorly written notes on ballots and type in the results (like “Mickey Mouse”). This task will be done 10/29, 10/30, 10/31, 11/2 & 11/3. These are paid positions.

Which of these dates are you able to work?

10/21   
  10/23   
  10/26   
  10/28   
  10/29   
  10/30   
  10/31   
  11/2   
  11/3



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## Application

**References** (3 are required):

|       |                                   |               |
|-------|-----------------------------------|---------------|
| _____ | _____                             | _____         |
| Name  | Relationship (friend, boss, etc.) | Contact info. |
| _____ | _____                             | _____         |
| Name  | Relationship (friend, boss, etc.) | Contact info. |
| _____ | _____                             | _____         |
| Name  | Relationship (friend, boss, etc.) | Contact info. |
| _____ | _____                             | _____         |
| Name  | Relationship (friend, boss, etc.) | Contact info. |
| _____ | _____                             | _____         |
| Name  | Relationship (friend, boss, etc.) | Contact info. |

I certify that all information given on this application and any supporting information is true and complete and I authorize a complete investigation. I agree that, if selected to serve, I may be discharged if the County at any time learns of any falsification or material omission in the information I have. I authorize the County to contact all former and current employer references listed and all educational institutions.

All references are authorized to release to Yamhill County all information requested which they might have about me. I hereby release all references and Yamhill County from any liability which might be claimed because of information provided by such references.

I have signed and have attached the "Background Investigation Authorization" form allowing Yamhill County to conduct a background investigation before I am selected as an Election Board Worker or volunteer.

I agree that, if selected to serve, I will follow all applicable State Ordinances, County policies, rules, procedures, and all other directions.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**NOTE:** An applicant's signature on this statement is a requirement of the application process.

**Return application to:**  
Yamhill County Clerk  
Attn.: Election Board Worker Selection  
414 NE Evans St  
McMinnville, OR 97128-4607  
Ph: 503-434-7518  
Fx: 503-434-7520  
[elections@co.yamhill.or.us](mailto:elections@co.yamhill.or.us)