



Brian Van Bergen Yamhill County Clerk

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Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Would you like to serve as an Election Board Worker with the Yamhill County Clerk's office? If so, please answer these questions (on a separate sheet of paper) and return them to the Yamhill County Clerk with a copy of your resume (or biography) and application.

Election Board Worker Interview Questions

Name _____ Date _____

1. How long have you been an active registered voter in Yamhill County?

2. Why are you interested in serving as an Election Board Worker?

There are 4 main tasks performed by Election Board Workers. Those are Drop Box Closers, Signature Verifiers, Opening/Extracting Boards and Adjudicators.

3. Describe your schooling, training or experiences that would benefit you while serving in one or more of these positions.
 - a. **Drop Box Closer** - Our drop box closers work in teams of at least two people (from different political parties). Closers meet here at our office, collect badges, keys, bags, etc. and drive to their designated drop box (we have 14). At 8:00 pm they remove all the contents from the drop box, lock it, and bring everything directly back to the Clerk's Office.

- b. **Signature Verifier** - This is a computer-centric task. A person scans the barcode on the voter's envelope and is presented with that voter's registration signature. The signature on file is compared with the signature on the envelope. We only open ballots with matching signatures. This task will be done over the course of the two weeks leading up to each Election Day.



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- c. **Opening/Extracting Boards** - The most labor-intensive job is what we call “opening” or “extracting”. We work in teams of at least two people and extract all the contents out of the ballot envelopes. This is a physical process requiring long stretches of time sitting at tables and working with individual envelopes and ballots. Our Opening/Extracting Boards must work well with others but be from different political parties. They must be able to discern the difference between a single sheet of paper and multiple sheets. This task will be done one week leading up to each Election Day.
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- d. **Adjudication Boards** - Our “Adjudication” or “Resolving 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 the one week leading up to each Election Day.
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4. How familiar are you with election rules, deadlines, and expectations in general?

5. Do you currently work for or serve on the Board of a taxing district or elected official?

6. Describe your previous experience(s) working in elections.



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7. Briefly explain your availability in the two weeks leading up to an average election.

8. The conduct of elections is open to the public. Are you comfortable working while being observed by members of the press, political campaigns and/or the general public?

9. Would you object to us performing a background check that includes moving violations with the Oregon DMV?

10. Since elections are open to the public, Election Board Workers are named and posted in a visible location in our building for each shift. Does that deter you in any way?

11. The workload for elections is solely dependent on the “work” available – which is the number of ballots cast. Are you OK working “on-call” and able to work long hours (especially on Election Day)?

12. Our Election Board Workers are teamed up with someone from a different political party from their own. Are you able to work for extended periods of time without talking politics and getting along well with those who may have opposite political views?



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13. Are you able and willing to:

- a. work in close proximity to others
- b. handle documents coming to our office from thousands of different households
- c. able to discern the difference between one sheet of paper and two sheets
- d. sit for long periods of time
- e. remain quiet for long periods of time

14. The work we do requires considerable attention to detail. Are you able to read, write, type, and communicate with others quickly and accurately?

15. Can you supply three written character witnesses or work references?
