



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
CHIEF ELECTIONS OFFICER &  
ASSESSOR-COUNTY CLERK-RECORDER

# PRESS RELEASE

**FOR IMMEDIATE RELEASE**

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## **Election Worker Recruitment Begins for Upcoming Recall Election** *Variety of Positions Available Now*

**(Redwood City, CA)** The September 14, 2021 California Gubernatorial Recall Election is fast approaching, and the San Mateo County Registration & Elections Division is seeking candidates for various election positions. These positions will perform tasks ranging from outreach at public events to testing election equipment and processing ballots. Available positions and their duties are listed below. Complete listings with additional detail can be found at [www.smcacre.org/election-jobs](http://www.smcacre.org/election-jobs).

### **Office Assistant**

Flexible, detail-oriented support staff are needed for clerical support and customer service. Office Assistants may receive work assignments including:

- Vote By Mail (Processing ballots, operating voting equipment, assembling ballot packets)
- Outreach (Demonstrating voting equipment, registering voters, presenting election information)
  - Multilingual skills in Spanish, Chinese, Burmese, Hindi, Japanese, Korean, or Tagalog/Filipino preferred
- Supplies (Inventory, delivery, packing and unpacking of Vote Center supplies)
- Ballot Retrieval (Removing voted ballots from Drop Boxes in two-person teams, delivering ballots to Elections Office, driving county vehicles, supplies delivery)

### **Office Specialist**

Specialist positions require skilled professionals with specific skills and experience for assignments including:

- Vote Center Specialist (Conducting interviews and onboarding of Vote Center staff, coordinating training, monitoring computer systems, Vote Center operational oversight)
- Vote Center Tech Support (Assist with equipment testing, visit Vote Centers to test connectivity, troubleshoot equipment in the field)

### **Warehouse/Field Technician**

Ideal technician candidates will have a minimum of one year of computer education or experience, experience in fast-paced manual labor, and qualification and experience in operating a motor vehicle. Assignments include:

- Warehouse Technician (Testing functions of voting equipment, staging equipment containers, supplies inventory, delivery, and pickup)
- Field Technician (Testing functions of voting equipment, assisting in delivery and connection of equipment, troubleshooting equipment on site, driving an assigned route between Vote Centers to ensure equipment is functional)

If you or someone you know is interested in working in the upcoming election, please visit our website at [www.smcacre.org/election-jobs](http://www.smcacre.org/election-jobs).

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