

Central Count COUNTER Instruction Sheet Election Day, November 5, 2019

Job Description:

COUNTERS will be paired in bipartisan teams with the task of separating an absentee ballot from its paperwork. Before a ballot can be separated from its paperwork, Indiana law requires that the paperwork must be checked for signature verification, precinct verification, and poll worker initials among other requirements. Once the ballots are separated, the bipartisan teams will place the ballots in an envelope for counting with the M850, high-speed ballot counter. A second bipartisan team will receive the ballots at the M850 and witness the ballots being counted in the machine. As a last step, this team will record the number of ballots counted.

Timeline for Election Day:

Arrive at the Election Service Center no later than 9:30AM, Tuesday, November 5, 2019. You will continue the counting process until approximately 7pm. Please be prepared to stay at the Election Service Center until at 7PM.

All central count bi-partisan appointees and staff will break for lunch at 2PM. Lunch will conclude at 3PM. Bipartisan teams may use the counting tables for their lunch break.

You should plan to bring food and drink for the day, as the ESC does not have any vending machines or refrigerators to keep items cold. There is a Save-a-Lot located next door to the Service Center if you do not wish to bring food with you.

While Election Day and central count can be very exciting, you should expect that there may be some slow times during the day where you are waiting for your next task to be assigned. You may find that bringing a book, crossword, or other activity will help pass the time.

Credentialing and Pay:

Please enter the east side door of the Service Center and stop at the check-in table to receive your credentials and complete the informational side of your timecard. You must wear your credentials at all times. Once you have received your credentials, proceed to the warehouse floor and check-in with our central count staff as well. You will be receiving further instructions at the central count check-in table.

Counters will receive an hourly pay rate of \$8.25.

Directions and Contact Information:

The Marion County Election Board's Service Center is located at 3737 East Washington Street in the Sherman Commons Shopping Center. The site sits at the corner of Washington and Sherman streets next to the Save-A-Lot. There is ample parking available and the ESC sits on a bus route.

Thank you for your service on Election Day. If you have any questions, please contact the staff at the Election Service Center at (317) 327-2051.