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OFFICE OF THE TOWN CLERK

Election Workers are an important part of our democracy. They maintain the integrity of the election process in the polling place. Braintree election workers are well-trained, pleasant, and efficient in carrying out their duties. Election workers must be able to hear a normal speaking voice in a sometimes, noisy environment. Computer experience is a plus but not required as other positions are available that do not require using an electronic poll book. All election workers must attend a training session prior to each election.

The Town of Braintree is represented by six council districts, having two precincts each or a total of twelve voting precincts townwide. The town established three Voting Centers, each having two council districts and four precincts whereby voters can cast their ballots on Election Day. Each Voting Center consists of four distinct voting station areas and is staffed by twenty-six election workers. As shown below, voters residing in the noted districts/precincts will be required to vote at the voting center assigned.

VOTING CENTER	ADDRESS	DISTRICTS/PRECINCTS
Braintree High School (BHS)	128 Town Street	1A, 1B, 2A & 2B
East Middle School (EMS)	305 River Street	3A, 3B, 4A & 4B
South Middle School (SMS)	220 Peach Street (New School)	5A, 5B, 6A & 6B

If you are a registered voter and are interested and available to work in the upcoming **November 7, 2023**, Local Election and the **March 5, 2024**, Presidential Primary Election for the Town of Braintree please complete the attached required documents and return to the Town Clerks Office by September 15, 2023. A training session for the November 7th election has been scheduled for Tuesday, October 24th at 3:00pm and at 5:30pm. Workers can attend either of the two sessions.

A summary of the Town of Braintree Voting Process is attached.

Thank you,

Jim Casey
Town Clerk
Chief Election Official

Application for Election Day Staff 2023 – 2024

Qualified Applicants:

- Must be a registered voter in Massachusetts
- Available to work elections throughout the year
- Be detail-oriented, reliable, alert, ability to use tablet and/or laptop and follow directions
- Maintain a non-bias attitude toward candidates, questions, and party positions

CONTACT INFORMATION

First Name:	Last Name:		
Address:	City:	, MA	zip:
Primary Contact #:	Email:		

ELECTION DAY AVAILABILITY

Availability (check all that apply)

ELECTION DAY

Local General Election

November 7, 2023

Presidential Primary Election

March 5, 2024

WORK SCHEDULE

- 6:00am until Closing
- 6:00am to 2:00pm
- 2:00pm to Closing
- 7:30pm until Closing (Tally Clerk)

REQUIRED DOCUMENTS

Provide the following documents: (**sign and date**)

- W-4
- Cori Form
- Photo ID (copy of driver's license or passport)

LOCAL ELECTIONS

SUMMARY OF VOTING PROCESS

The Town of Braintree is represented by six council districts, having two precincts each or a total of twelve voting precincts townwide. The town established three Voting Centers, each having two council districts and four precincts whereby voters can cast their ballots on Election Day. As shown below, voters residing in the noted districts/precincts will be required to vote at the voting center assigned.

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Each Voting Center consists of four distinct voting station areas and is staffed by twenty-six election workers:

- 1) – Central Check-In Station
- 2) – Dedicated Precinct Ballot Station
- 3) – Dedicated Precinct Voting Station
- 4) – Dedicated Precinct Check-Out Station

A **Voting Center Coordinator** is assigned to each voting center and, in the absence of the Town Clerk, is responsible for all election activities within the voting center. Each voting precinct will be staffed by a Warden, a Precinct Clerk, a Check-In Clerk, a Ballot Clerk and two Tally Clerks. One “Greeter” will be assigned to the Voting Center.

The **Voting Center Greeter position** has been established to assist voters through the voting process. As a voter enters the voting area the greeter will simply inform the voter they can register with any of the check-in clerks will directing them to the central check-in station area (signage will be in place). The Greeter will be provided with a street listing book to assist voters who are unsure of their voting center/precinct. The Greeter may be assigned other duties as required at the discretion of the Voting Center Coordinator.

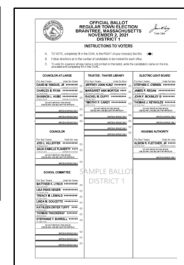
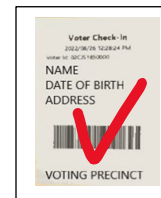
On Election Day, a central check-in station area will be staffed by four **Check-In Clerks**. Each Check-In clerk is provided with an electronic pollbook, a printer and a supply of labels for the printer. Using the poll book, the check-In clerk will ask the voter, in a clear voice, to state their house number and last name. The check-in clerk will then repeat the information provided in a clear and loud enough voice for any poll observes present to hear.



The check-in clerk then enters the voter's information in the designated data entry fields, and, upon verification that the voter is an active voter and is at the correct voting center, prints a ballot receipt showing the specific precinct ballot station for that voter and directs the voter to the ballot station that matches their ballot receipt (Signage will be in place).



Each precinct ballot station will be clearly identified by Voter District/Precinct (i.e., 1A) and staffed by a **Ballot Clerk**. The primary responsibility of the ballot clerk is to verify and issue the voter a ballot that corresponds to the voting precinct printed on the voter ballot receipt. The ballot clerk places a **red** check mark on the ballot receipt (to show a ballot was issued), returns the marked ballot receipt to the voter and informs the voter to take their ballot and ballot receipt to the check-out area after completing marking their ballot.



If a ballot clerk is low or runs out of ballots, they are to contact their warden or precinct clerk to obtain additional ballots. **BALLOT CLERKS ARE PROHIBITED FROM TAKING OR ACCEPTING A BALLOT FROM ANOTHER BALLOT CLERK/STATION.**

The precinct voter station area is setup with three four-station marking booths directly behind the ballot clerk to minimize the chance a voter will access the wrong voter station area. After the voter has marked their ballot, signage displayed in each ballot station will instruct the voter to take their ballot, ballot receipt and personal items and move to their designated check-out area.



- Throughout the day, the precinct warden and/or precinct clerk will police the area to remove any unauthorized items or to replace missing marking devices (pen).

Election Day begins and ends at the precinct check-out station area. Here, the **Warden and Precinct Clerk** will station themselves by the voting tabulator. When a voter approaches they are to take the ballot receipt from the voter, verify the district/precinct number corresponds to their check-out station, and have the voter deposit the ballot in the voting tabulator. **Note: ballot receipt is to be placed in a separate box provided.**



- If the voter's ballot receipt does not match the check-out station number notify the precinct coordinator. The precinct coordinator and warden will need to identify the "how" problem happened, resolve the problem and, if necessary, provide retraining to the source of the problem.

The warden and precinct clerk are also responsible for the following:

<ul style="list-style-type: none"> Opening and closing of the polls Records staff attendance Records unusual events within precinct Watches for voter crossover from other precincts 	<ul style="list-style-type: none"> Ensures ballots go into tabulator properly Resolves ballot issues and tabulator error messages Offer "I voted Stickers" Directs voter to exit
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ELECTION DAY – MORNING

Coffee and donuts will be provided to help kick-start your morning!

Other than election workers assigned to the 2:00pm shift or 7:30pm shift (Tally Clerks) all other election workers are to **report to their assigned voting center/precinct by 6:00am**. Election workers are prohibited from parking in parking areas designate for voters. A separate parking area has been designated for election workers and candidate sign holders.

Workers will check-in with their assigned precinct clerk to record their attendance (and, again, when their shift ends). The precinct warden will assign election workers various tasks to prepare their precinct prior to the opening of the polls at 7:00am.

ELECTION DAY – AFTERNOON

Based on anticipated voter turnout, high turnout elections – lunch will be provided; low turnout election the warden will provide **full-time workers** a 45-minute lunch break. Election workers assigned to the morning shift (6:00am to 2:00pm) need to sign out with their precinct clerk before they leave. Election workers assigned to the afternoon shift (2:00pm to closing) need to sign in with their precinct clerk when they arrive.

ELECTION DAY – EVENING

Tally clerks will need to arrive by 7:30pm and sign in with their precinct clerk. They should obtain the red “Tally Book” and review the enclosed instructions prior to closing of the polls at 8:00pm. At exactly 8:00pm, the Precinct Coordinator will declare that the “polls are closed” and request the police officer to stand behind the last voter that is in the designated voter area. After the last voter has cast their ballot the Warden will begin the closing procedures and direct election workers to begin their closing responsibilities. When all tally clerk responsibilities are completed, workers need to sign out with their precinct clerk prior to leaving the voting center.

Detailed roles and responsibilities can be found in the Warden Precinct Book.

Election Workers are an important part of our democracy. They maintain the integrity of the election process in the polling place. Braintree election workers are well-trained, pleasant, and efficient in carrying out their duties. Election workers must be able to hear a normal speaking voice in a sometimes, noisy environment and feel comfortable using an electronic poll book. Those less comfortable using the electronic poll book will be utilized in other areas; greeter or ballot clerk.

Election workers are required to attend a training session. Training session will be held on Tuesday, October 24th at 3:00pm and at 5:30pm. Workers can attend either of the two sessions.

Employee's Withholding Certificate

OMB No. 1545-0074

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

2023

Step 1: Enter Personal Information	(a) First name and middle initial [Redacted]	Last name [Redacted]	(b) Social security number [Redacted]
	Address [Redacted]		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code [Redacted]		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 \$ [Redacted]		
	Multiply the number of other dependents by \$500 \$ [Redacted]		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$ [Redacted]
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ [Redacted]
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ [Redacted]
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ [Redacted]

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

[Redacted Signature] [Redacted Date]

Employee's signature (This form is not valid unless you sign it.) **Date**

Employers Only	Employer's name and address Town of Braintree One JFK Memorial Drive Braintree, MA 02184	First date of employment	Employer identification number (EIN)



Charles C. Kokoros, Mayor

BRAINTREE HUMAN RESOURCES DEPARTMENT

Cindy M. DePinda, Human Resources Director
cdepina@braintreema.gov

Barbara J. Smyth, Benefits Coordinator
bsmyth@braintreema.gov

Catherine L. Porter, Human Resources Generalist
cporter@braintreema.gov

Criminal Offender Record Information (CORI) Acknowledgement Form

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

_____ Town of Braintree _____ is registered under the (Organization) provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to _____ the Town of Braintree _____ (Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____ the Town of Braintree _____ (Organization)

with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The _____ Town of Braintree _____ may conduct (Organization)

Subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that the _____ Town of Braintree _____, must first provide me (Organization)

with written notice of this check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services**
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: Middle Initial: _____

* Last Name: Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): Place of Birth: _____

* Last **SIX** digits of Social Security Number: No Social Security Number

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address:

Apt. # or Suite: _____ *City: *State: *Zip:

**FOR OFFICE USE ONLY
SUBJECT VERIFICATION**

The above information was verified by reviewing the following form(s) of government issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date