



ROLE OF THE ELECTION WORKER

What does election worker do?

The election worker acts as the first point of contact for people seeking to exercise their constitutional right to vote.

Elections generally happen twice a year making the election process confusing for many registered voters. It's up to the election workers to keep things running smoothly on Election Day. Some of the duties of election workers are:

- Assist new voters who may be unaccustomed to the process
- Check in all registered voters and distribute ballots
- Monitor activities at polling locations to ensure compliance with Massachusetts State Elections Laws
- Process absentee and early voting ballots
- Count ballots with "write-in" voters after polls have closed to determine elections results

Why is it important?

The electoral process is the primary means by which citizens influence the course of government.

The Town of Braintree maintains a talented and seasoned crew of election workers, dedicated to upholding the integrity of the electoral process through the following:

- **Civic Engagement** - Election Workers demonstrate commitment to positive growth in our community by facilitating direct citizen participation
- **Integrity** - Election workers respect each community member's values and beliefs and protect their right to participate in government by ensuring that elections are held in conformance with all Election Laws
- **Stewardship** - Election Workers ensure that the freedoms and rights of each citizen are afforded equally regardless of political designation and to promote Braintree as a community that encourages voter participation

Qualifications:

- 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

Would you be interested in becoming an Election Worker?

What does an election worker do?

Election Workers are the officials appointed by the Town Clerk to represent the qualified party in which they are enrolled and are needed to provide a check and balance in the electoral process. Election workers must be a U.S. Citizen, at least 18 years of age and must be a registered voter.

Each election, Braintree requires a minimum of 51 election workers to staff our three voting centers; eighteen workers per voting center, to perform the following roles for a successful Election Day:

- **Voting Center Coordinator - one assigned to each voting center. Primary responsibilities include:**
 - In the absence of the Town Clerk, the presiding election officer at the voting and reports directly to the Town Clerk.
 - Transports the DS200 tabulator, poll books, provisional ballots, and other required materials to the Town Clerk's Office after polls have closed.

- **Warden - Four wardens assigned to each voting center. Primary responsibilities are:**
 - The warden is the presiding election officer of a specific polling location and reports directly to the Town Clerk/Voting Center Coordinator.
 - Supervises other precinct election officers
 - Responsible for...
 - Opening/closing polling location
 - Administer oath to election workers
 - Voter's access to polling place
 - Processing inactive voters and provisional ballots
 - Handle violations of elections laws by election officers and others
 - Full-time position - 6:00am to closing (typically by 10:00pm)
 - Prior election worker experience required
 - Compensation - Minimum wage plus \$2.00 per hour
 - Day is over when all business is concluded at the polling location
 - Required to attend paid one-hour training session prior to each election

- **Precinct Clerk - One precinct clerk assigned to each polling location. Primary responsibilities are:**
 - Assists Warden with opening procedures
 - Keeps record of all facts relating to election day activity
 - Reads and records ballot box count register before, during and after election
 - Notes any unusual events
 - Watches over ballot box
 - Assists Warden with closing procedures
 - Backup to Warden throughout election day
 - Full-time position - 6:00am to closing (typically by 10:00pm)
 - Prior election worker experience required
 - Compensation - Minimum wage plus \$1.00 per hour
 - Required to attend paid one-hour training session prior to each election

- **Check-In Clerk - There are minimum of four check-in clerks assigned to each voting center. Primary responsibilities are:**
 - Using a poll book tablet, identifies voter, records voter name and issues voter a ballot ticket.
 - Assists Warden with opening and closing procedures
 - Reviews cast ballots for write-in candidates at end of the night
 - Full-time position - 6:00am to closing (typically by 10:00pm)
 - Part-time position - 6:00am to 2:00pm or 2:00pm to closing (typically by 10:00pm)
 - Full-time positions have priority in working each election
 - Compensation - Minimum wage
 - Required to attend paid one-hour training session prior to each election

- **Ballot Clerk - There are four ballot clerks assigned to each voting center, one assigned to each voting precinct. Primary responsibilities are:**
 - When voter presents their ballot ticket, verifies voter is at correct ballot station, verifies voter receives correct ballot, marks ballot ticket showing ballot issued and issues ballot and returns ballot ticket to voter.
 - Assists Warden with opening and closing procedures
 - Reviews cast ballots for write-in candidates at end of the night
 - Full-time position - 6:00am to closing (typically by 10:00pm)
 - Part-time position - 6:00am to 2:00pm or 2:00pm to closing (typically by 10:00pm)
 - Full-time positions have priority in working each election
 - Compensation - Minimum wage
 - Required to attend paid one-hour training session prior to each election

- **Tally Clerk - There are two tally clerks assigned to each polling location. Primary responsibilities are:**
 - Transfer electronic tabulated election results onto a paper tally sheet
 - Inspects casts ballots to identify write-in votes, separates ballots with/without write-in votes and records voters write-in selection onto a paper tally sheet
 - Position begins at 7:30pm to closing (typically by 10:00pm)
 - Compensation - Flat fee (Currently \$50)
 - Required to attend paid one-hour training session prior to each election.

If you are interested in becoming an election worker, complete an Election Worker Application and return it to the Town Clerk's Office. All workers will be notified approximately eight-weeks prior to an election to determine their availability to work for the upcoming election.

James M. Casey
Town Clerk
jmcasey@braintreema.gov
(781) 794-8202



Debra J. Starr
Assistant Town Clerk
dhelbig@braintreema.gov
(781) 794-8244

OFFICE OF THE TOWN Clerk

Application for Election Day Staff

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

Print Clearly:

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Home Phone #: _____ Cell Phone # _____

Email Address _____

Availability (check all that apply)

- 6:00am until Closing - 6:00am to 2:00pm - 2:00pm to Closing

- 7:30pm until Closing (Tally Clerk)

Complete the following documents, **sign, date and provide required documentation:**

- W-4
- Cori Form
- Copy of Driver's License

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.**

2024

Step 1: Enter Personal Information	(a) First name and middle initial _____ Last name _____	(b) Social security number _____
	Address _____	
	City or town, state, and ZIP code _____	
	(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.)	

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.

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, and when to use the estimator at www.irs.gov/W4App.

**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) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; **or**

(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

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 \$ _____ Multiply the number of other dependents by \$500 \$ _____ 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	\$
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)	\$
	(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)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

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

Employers Only	Employer's name and address _____	First date of employment _____	Employer identification number (EIN) _____
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General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 and you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2024 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2025.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
3. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2024 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.



TOWN OF BRAINTREE
OFFICE OF THE TOWN CLERK
One JFK Memorial Dr., Braintree, MA 02184
Tel: 781-794-8240 Fax: 781-794-8259

**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: _____

SUBJECT VERIFICATION

DO NOT FILL IN THE INFORMATION BELOW*

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