



COOK COUNTY CLERK DAVID ORR
69 W. Washington, Suite 500, Chicago, Illinois 60602



Strengthen Local Democracy: Serve as an Equipment Manager

The Clerk's office needs community members to serve as Equipment Managers (EMs) in *suburban* Cook County. EMs work together with the election judges in their precinct to assist voters, but they are also responsible for setting up and maintaining the voting equipment. Due to the additional responsibility, EMs receive more training and higher pay, \$340.

What are the general requirements? Be a U.S. citizen. Have a car and cell phone. Be either a registered voter or a college student with a 3.0 GPA.

How much does it pay? New EMs are paid \$340. Returning EMs are paid \$365.

What are the training requirements for new EMs? There are 3 hands-on classes. The Class 1 and Class 2 hands-on training are about 3.5 hours each. There is an open-book, open-note test after each of these classes. The third class lasts about 2 hours. You have to take the classes in sequential order. *There are numerous opportunities to complete all these classes in a single day.*

There is also a mandatory online training you can take at your leisure which takes about 1.5-2 hours.

When and where are the trainings? Trainings are spread throughout the weeks leading up the election in various suburban locations. You can choose the classes that work for you through our online portal, Judge Connect.

What are the set-up/Election Day requirements? EMs set up the polling place prior to Election Day at an agreed upon time with their fellow judges. Typically this is done the Monday night before the election but is sometimes done during the day on Monday or the weekend before election. On Election Day EMs will work from 5 a.m. until the polls close at 7:00 p.m., the polling place is packed up, the results have been transmitted and you have dropped off materials/paperwork at a nearby receiving station. Most polling places complete the process by 8 or 8:30 p.m.

Where will I be assigned? We try to place EMs as close to home as possible but EMs must be willing to travel outside of their home area if necessary.

We often have EM shortages in the north, northwest and west suburbs. If there are no EM openings in your area, or the positions are filled, you may be asked to serve as an Election Judge instead.

How do I view my assignment? Your assignment will be available through the Judge Connect portal.

Do I contact the other judges in my precinct prior to Election Day? This is typically done by an administrative judge who coordinates a time for everyone to set-up their polling place but sometimes this is done by the EM. Coordinating in advance with other judges makes Election Day smoother and returning judges will likely have experience in that polling place. Their contact information is also in Judge Connect.

Do I have to select a party? While Illinoisans do not register by party, state law requires election judges to designate Republican or Democrat to ensure a bipartisan balance. On Election Day, judges work together as a team regardless of party.

Call 312.603.0970 with additional questions