

**KATHY LEWIS**  
CLERK-TREASURER  
website: [cltr.douglasnv.us](http://cltr.douglasnv.us)



Clerk's Office (775) 782-9014  
Treasurer's Office (775) 782-9018  
Tahoe General Services (775) 586-7270

## Student Election Trainees

Our office is looking to appoint 16-20 election board officer trainees for the 2018 Election Cycle.

Per NRS 293.2175 the County Clerk may appoint a student as a trainee for the position of election board officer. To qualify for such appointment the student must be:

1. A Citizen of the United States;
2. A resident of Douglas County; and
3. At least 16 years of age by the time of service.

Election board officer trainees will be responsible for a variety of tasks including, checking in voters on the new electronic poll books, assisting voters with the new touchscreen voting system, and setting up and tearing down the polling place.

Election board officer trainees will be required to attend a training class and will work one of two shifts on Election Day. There will only be one election board officer trainee at each polling location, per shift and shifts will be randomly assigned. Early shift- 6:00 a.m. – 1:00 p.m. or late shift- 1:00 p.m. – 8:00 p.m.

Election board officer trainees will receive \$12.00 per hour for attending training and for their work at a polling place.

The County Clerk will provide appointed trainees with a certificate of appointment that includes:

- The date and hours of service;
- A section for the student's parent or legal guardian to sign, requesting their student be excused from school during the specified time on the certificate; and
- A section for the principal or assigned school counselor to sign, approving the appointment.

A copy of the completed certificate must be submitted to the Clerk's office as soon as practicable but no later than 45 days before the election.

Please provide the letter of interest on the reverse side of this letter to any student that may be interested in serving during the 2018 election cycle.

Kindest Regards,

A handwritten signature in blue ink that reads "Dena Abeyta".

Dena Abeyta  
Chief Deputy Clerk/Election Administrator, Douglas County  
(775)782-9023 | [dabeyta@douglasnv.us](mailto:dabeyta@douglasnv.us)

## Election Board Officer Trainee Letter of Interest

My student is interested in serving as an election board officer trainee for Douglas County and meets the following requirements:

- He/she is a Citizen of the United States;
- He/she is a resident of Douglas County;
- He/she will be at least 16 years of age by the time of service;
- He/she will attend a training class; and
- He/she will be able to work either the AM/PM shift on Election Day.

Please find his/her contact information below.

Student Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

I give permission for you to contact my student at the mailing address or email address listed above, regarding his/her appointment as an election board officer trainee.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

Please return this completed form to the Clerk's office:

- In person- 1616 8<sup>th</sup> St. Minden, NV 89423
- By mail- PO BOX 218, Minden, NV 89423
  - By fax- 775-782-9016
- Via email- [dabeyta@douglasnv.us](mailto:dabeyta@douglasnv.us)