



HOPI TRIBAL POLL OFFICIAL Hopi Elections Board

OVERVIEW

Poll Official positions are Judges, Clerks, and Marshals to conduct the election process at the Polling site as defined. Participating in Poll Officials Training and conducting the election as determined. The work entails decisions that would need to be made on site or call the Hopi Elections Office for assistance.

Contacts are with employees of the Hopi Tribe, the public and the Technicians who maintain the election equipment on election day. The purpose of these contacts is to coordinate election efforts and provide assistance to the public as they vote at the precincts.

Work requires lifting of equipment, standing, walking, and sitting for long periods of time. The Marshal may be required to assist impaired individuals enter and exit the building. Must be able to stay physically alert from the early morning hours to late into the night. Travel is required to and from the precincts.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Responsible for setting up the polling site, for the elections which are being called for.
- 2) Maintain the established system for conducting the elections.
- 3) Take the Oath of Office and always comply with the Oath.
- 4) Give proper verbal directions to the public for the process.
- 5) Support the Hopi Election Board mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 6) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED Certificate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic technical applications.
- Excellent human and public relations skills.
- Ability to work under pressure from the public.
- Ability to maintain professional working relationships with the public and the Hopi Election Board.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training. *The requirement of a valid driver's license may be waived depending on assigned duties.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

PREFERRED REQUIREMENT

Speak and understand the Hopi Language.

HOPI TRIBAL POLL OFFICIAL

Hopi Elections Board

Supervisor: Hopi Elections Board / Registrar

Salary Range: 31

Classification: NON-EXEMPT

Revised 08/20/2026

REVIEWED BY: _____


Hopi Elections Board Chairperson

DATE: _____

09/01/2026

APPROVED BY: _____


Human Resources Director

DATE: _____

9/01/2026