



VOTER REGISTRATION & ELECTIONS DEPARTMENT

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QUALIFICATIONS, GUIDELINES AND STANDARDS

Overview

Election Officials are appointed for each of the county's 30 voting precincts, with one designated as Chief Officer and Assistant Chief Officer. Election Officials are given a great deal of responsibility and trust in the election process. Officials work together to produce accurate election results, provide for equal access to the necessary assistance to individual voters who need their help. Officials demonstrate equipment, make sure voters are in their proper precinct, help citizen's complete necessary paperwork and remind voters to check their ballots for accuracy, among other responsibilities.

The polls open on Election Day at 6:00 a.m. and close at 7:00 p.m. Whenever possible, you will be placed in your "home" precinct. However, if there are no vacancies, you will be placed at a nearby precinct not more than 15 miles from your registered address. There is a possibility that we might ask you to change polling locations prior to Election Day to meet staffing requirements.

Compensation and Training

Compensation for serving as an Election Official on Election Day is \$185. Additionally, you will receive \$25 for completing a 2-3 hour training workshop specifically designed for Election Officials. Please note that processing of these payments takes approximately four weeks. We also encourage you to attend an informal meeting, typically organized by your Chief Officer, to help set up the voting room before Election Day.

Qualifications

- ✓ You are eligible to serve as an Election Official if you are registered voter of the Commonwealth of Virginia. You cannot hold elected office or be the employee of an elected official.
- ✓ Each precinct is staffed to equally represent the Democratic and Republican parties.
- ✓ You will need to understand how to open, operate and close the voting equipment.
- ✓ Must be willing to perform all the duties required by the Virginia Election Code.
- ✓ Cannot conduct personal business within the polling location.
- ✓ Arrive at the polling location at 5:00 a.m. and remain there until the election results have been reported, all paperwork has been completed and the polling place is returned to its original order (generally around 8:00pm; for Presidential Election – 10:00 p.m.)

Guidelines and Standards

Election Officials work for the Election Board and adhere to guidelines and standards that ensure exceptional service to our citizens, helping them navigate the voting process successfully on Election Day.

Please be aware that most voting precincts are located in churches and schools, with a few in fire stations, recreation centers, and other public buildings. Many of these locations have strict no-smoking policies in or around their premises, so please take this into account when considering this position.