



## VOTER REGISTRATION & ELECTIONS DEPARTMENT

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### QUALIFICATIONS, GUIDELINES AND STANDARDS

#### Overview

A number of 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 15-20 miles from your registered address. There is a possibility that we might ask you to change polling locations prior to Election Day in order to meet staffing requirements.

#### Compensation and Training

Compensation for working as an Election Official on Election Day is \$155.00. As a general requirement before working, you will attend and complete a 2-3-hour training workshop designed for Election Officials. Processing of checks is approximately four weeks after each Election.

#### 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 Virginia Election Code.
- ✓ Cannot conduct personal business within the polling location.
- ✓ You must be available to work the entire Election Day. For security reasons, no exceptions are permitted.
- ✓ 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 could extend until 9:30 p.m.)

#### Guidelines and Standards

Election Officials work for the Election Board and follow the guidelines and standards that lead to exceptional customer service for our citizen in helping them to be a successful voter on Election Day.

The majority of our voting precinct are located in fire station and schools. There are a few in area community centers and other public buildings. Most of these locations do not permit smoking in or on the premises. Please consider this when accepting this position.

We strive to present a business-casual image to the public; all officers are required to wear appropriate clothing. Causal to business-style dress is appropriate. Officers should be neatly groomed and clothes should be clean and in good repair. Leisure clothes such as cut-offs or halter tops are not acceptable attire for the polling place.