

# PRECINCT OFFICIAL QUALIFICATIONS & RESPONSIBILITIES — SURRY COUNTY BRD. OF ELECTIONS

## BASIC QUALIFICATIONS

(NC § 163-41)

- ◆ Registered voter and resident of Surry County, or be at least 17 yrs. old and a student by Election Day.
- ◆ Ability to read & write legibly
- ◆ Must be computer literate
- ◆ Cannot serve at the same precinct with a near relative
- ◆ Cannot hold elective office under:
  - ~ Government of United States
  - ~ Government of North Carolina
  - ~ Or any political subdivision
- ◆ Cannot be a candidate of nomination or Election, or their near relative
- ◆ Cannot hold any office:
  - ~ In a state, congressional district, county, or precinct political party or political organizations (includes executive members)
  - ~ Cannot be a manager or treasurer for any candidate or political party

### ◆ **TEAM PLAYER ATTITUDE!**

**Election Day Pay range: \$135—\$175**

## CHIEF JUDGES DUTIES

- ◆ Acquire time off work to serve on Election Day
- ◆ Attend mandatory training class (paid \$30) and pick up required materials from BOE Office
- ◆ Leads precinct activities on Election Day
- ◆ Superior preparation of precinct before polls open and complete knowledge of training materials and all Election Day procedures for processing voters
- ◆ Follow specific instructions to access polling location for Election Day—obtain key on the Monday prior to ED if necessary; specific instructions are placed inside Chief Judge’s materials and should be reviewed thoroughly, well in advance
- ◆ Must contact other judges for your precinct the weekend before Election Day to arrange a time to meet, assign tasks & coordinate meals, etc.
- ◆ On Election Day you are responsible for:
  - ⇒ All opening precinct procedures before 6:30am
  - ⇒ Appropriate conduct of all judges, all day
  - ⇒ All closing precinct procedures including:
    - Voting machine shutdown, ensuring all judges stay to finish & prepare all paperwork as a team, including assistants; secure building before leaving the polling place together
- ◆ Returning all supplies to BOE for check in (will be paid \$20 for each required trip to BOE)

## JUDGES DUTIES

(Both Judges & Assistants)

- ◆ Acquire time off to serve on Election Day
- ◆ Attend mandatory training class (paid \$30)
- ◆ Assist Chief Judge & other Judges with all precinct duties on Election Day
- ◆ Contact BOE Office if your Chief Judge has not made contact with you by Monday prior to Election Day (401-8225)
- ◆ Be prepared Election Day—re-read training materials and know how to assist voters; arrive promptly by 5:30am ready to work, coordinate meals in advance, etc. (keep your mileage only if you are being asked to work out of your home precinct)
- ◆ Assist with opening the precinct for voters
- ◆ Responsible for good conduct, and knowing laws that apply & how machines operate
- ◆ Responsible for assisting Chief Judge settle any disputes that arise Election Day
- ◆ Assist with closing the precinct; packing up all supplies, shutting down machines, tabulating the votes, and signing all paperwork, and helping load everything into Chief Judges car to be returned
- ◆ Help secure the building & leave together

## Student Election Assistants

(NC § 163-42.1)

- ◆ All basic qualifications & responsibilities are the same as for Judges and Assistants; except that a 17 yr. old Student Election Assistant does not have to be a registered voter in Surry County.
- ◆ Must be enrolled in a secondary educational institution or home school with an exemplary academic record as determined by the institution.
- ◆ Must submit signed recommendation of the principal or director of the secondary educational institution where enrolled.
- ◆ Must submit signed consent of a parent, legal custodian, or guardian (attached).
- ◆ Students may not act as Judges of the precinct in hearings conducted on election day, or be assigned as observers by party.
- ◆ Students own transportation is a plus; never know when replacements will be needed in other precincts election day
- ◆ The abilities to read & write legibly cannot be overstated as essential communication is vital; and data entry must be accurate.
- ◆ Training (\$30) is mandatory, and paid \$135 for work on election day

**Surry County Board of Elections  
Precinct Election Official Application**

I am applying for the position of:  <input type="checkbox"/> Chief Judge <input type="checkbox"/> Judge <input type="checkbox"/> Assistants <input type="checkbox"/> Student Asst. <input type="checkbox"/> OneStop <input type="checkbox"/> Volunteer	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Name you go by:</i>
	<i>Date of Birth</i>	<i>Voter Registration # (if known)</i>	<i>Gender</i> <input type="checkbox"/> M <input type="checkbox"/> F	<i>Party Affiliation</i> <input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated <input type="checkbox"/> Libertarian <input type="checkbox"/> Not Registered
	<i>Home Address</i>			
<i>Home Phone:</i>	<i>Cell Phone:</i>	<i>Alternate Phone:</i>	<i>Email address:</i>	

Please check the appropriate box:

I will be able to attend a 3-hour training session(s) before each election:  Yes  No

I have my own transportation to and from the polling place on Election Day:  Yes  No

I am computer literate or I am willing to learn and be trained:  Yes  No

I am physically able to lift 50 lbs.:  Yes  No

I am able to work continuously from 5:30am until at least 8:30pm on Election Day:  Yes  No

I understand I may be required to assist other poll workers in my precinct on the eve of the election:  Yes  No

I am currently a registered voter and resident of Surry County:  Yes  No

I am able to serve in an impartial manner and will not voice my own political views while working:  Yes  No

I am willing to work outside my precinct if needed:  Yes  No

In regard to technology (setting up & operating a laptop / printer, etc.), my comfort level can best be described as:  
 Fearless       Confident with Training       Somewhat Nervous       Uneasy, never use computers

**NOTICE TO APPLICANT – PLEASE READ BEFORE YOU SIGN BELOW:** Persons appointed by the Surry County Board of Elections to these positions must be registered voters (or at least age 17) and legal U. S. residents of the county or precinct, of good repute, and able to read and write legibly. Your signature indicates you have read this brochure and understand the information presented. Your signature does not guarantee you will be appointed as a Precinct Election Official. The Surry County Board of Elections may remove you as a precinct election official for misbehavior or neglect of duty at their discretion. You will be contacted if selected for appointment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT ELECTION ASSISTANTS**

**Enrollment / Academic Status Verification (Required):**

Name of Principal/Director or Educator: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_

By my signature above, I am recommending this student to be a student election assistant and certify that he/she is enrolled and has an exemplary academic record as defined by this institution.

**Parental Permission (Required):**

Parent     Guardian     Legal Custodian

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

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

Daytime Phone: \_\_\_\_\_

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

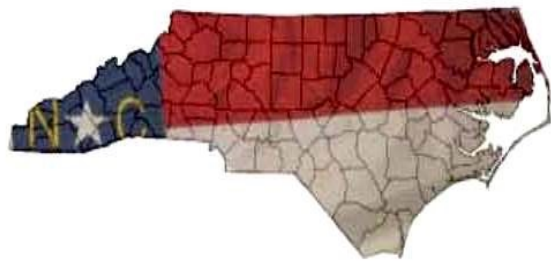
Signature: \_\_\_\_\_

By my signature above, I consent for this student to be absent from school attendance on Election Day and that I allow him/her to perform service as a student election assistant.

Date approved by CBE office: \_\_\_\_\_

**SURRY COUNTY BOARD OF ELECTIONS**

**Precinct Election Official**



**Recruiting Guide and Application**

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 Dobson, NC 27017  
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 Visit our website: [www.co.surry.nc.us](http://www.co.surry.nc.us)