

Precinct Election Officers

On Election Day more than 1.4 million Americans work at the polls – but more are needed! By working at the polls you will be supporting the democratic values on which our nation was built.

Serving as a precinct election officer is a rewarding way to participate in your government and help us to ensure a fair and well-organized voting process. Botetourt County needs dependable and committed citizens to serve as precinct election officers in its 11 precincts for each General Election.

Qualifications

- You must be a registered voter of the Commonwealth of Virginia.
- You cannot hold elected office or be the employee of an elected official.
- You must enjoy meeting people and serving the public.
- You must be able to take direction, pay attention to detail and not be easily distracted.
- You must be available to work the entire day on Election Day.

Election Day Responsibilities

Election Officers are required to...

- Arrive at the polling place at 5:00 AM on Election Day and remain until all tallies have been completed.
- Set up voting equipment and prepare the polling place for voting.
- Process voters by checking names on list of registered voters.
- Admit voters to voting machines.
- Tally results.
- Secure voting machines (Code of Virginia, §24.2-1009: Stealing or tampering with ballot containers, voting or registration equipment, software, records or documents is a Class 5 felony).
- Close the polling place.

Central Absentee Precinct (CAP) Officers...

- Process mailed-in absentee ballots.
- Check names of voters on lists of absentee ballot applicants.
- Tabulate all absentee ballots.

Alternate Officers...

- May be called prior to Election Day to fill in for officers who cannot serve.

Training

Each precinct election officer is required to pass certification training for equipment use. Chief and Assistant Chief Election officers are required by the Code of Virginia, §24.2-115, to attend training prior to every election in which they serve. Classes, lasting about 3 hours, are held at the Fincastle Baptist Church and at the Fincastle Library. New workers are required to attend a training session to learn how to operate the voting equipment. Additional classes are held prior to special and primary elections.

Chief and Assistant Chief Officers are required to attend a special “Chiefs” training class prior to each election. In addition, the Chief Officers are responsible for returning materials to the Registrar’s Office on election night.

What will I be paid?

Chief Officer.....	\$200
Assistant Chief Officer.....	\$200
Voter Service Specialist.....	\$150
Electronic PollBook Operator.....	\$120
Voting Station Attendant.....	\$120
Scanner Attendant.....	\$120
Split Shift (1/2 day).....	\$65

Where will I be working?

Whenever possible, Precinct Election Officers are assigned to their “home” precinct. However, if there are no vacancies at your polling place, you may be assigned to a nearby precinct or asked to work in the Central Absentee Precinct (CAP). Unassigned officers are asked to serve as “alternatives” to fill in for scheduled officers who cannot serve.

How to Apply

If you would like to apply to serve as a Botetourt County election officer please complete the [Work at the Polls](#) form.

Alternately, you may also e-mail us at: tclark@botetourtva.gov with the following information: your full name, current address, daytime telephone number and your date of birth. This information is necessary in order to verify your voter registration. Also, please indicate whether you would prefer to represent the Democratic Party, the Republican Party, or the Independent Party on Election Day, as mandated by the Code of Virginia §24.2-115, appointment, qualifications, and term of officers of election.

You may also apply by calling the Voter Registration Office at (540) 473.8235.

The Botetourt County Electoral Board and Registrar greatly appreciate those citizens who help us to conduct fair, honest, open elections!