

What is a Precinct Election Officer?

Precinct Election Officers work at the polls on Election Day to facilitate the ability of properly registered citizens to cast their ballot and ensure the integrity of the Election. Botetourt needs over 180 workers in its 11 precincts for each General Election.

Who can be a Precinct Election Officer?

You are eligible if you:

- Are registered to vote in the State of VA.
- Do not hold elected office or are not the employee or deputy of an elected official.
- Enjoy meeting other people and serving the public.
- Are detail-oriented, able to take direction well and not easily distracted.

When are Election Days and what are the hours worked?

General Elections are held each year on the first Tuesday after the first Monday in November.

Primary Elections, if called for, are held on the second Tuesday in June. Special Elections are scheduled as necessary.

Precinct Election Officers arrive at the assigned polling place at 5:00 a.m. on Election Days and must remain until results are called in to Election Central. Polling places are always open from 6:00 a.m. until 7:00 p.m. Split shifts are available: AM shift 5 am – 1 pm; PM shift 1 pm – until results are called in to Election Central.

Revised 2-11-2016

What type of people work as Precinct Election Officers?

Just about everyone! We have senior citizens and high school seniors; people who work full-time, are self-employed, or are retired; newly-naturalized citizens and long-time Botetourt residents. Overall, it is a highly diverse workforce.

What do Precinct Election Officers do?

Most Precinct Election Officers work in the precinct polling places. Their duties include:

- Arriving at the polling place at 5:00 a.m. on Election Day.
- Setting up voting machines and signs to prepare the polling place for voting.
- Processing voters by checking their names using electronic pollbooks.
- Operating and instructing voters on the use of voting machines.
- Assisting handicapped voters as necessary.
- Tallying results, securing the voting machines, and closing the polling place.

A smaller number of Precinct Election Officers work in the Central Absentee precinct on Election Day. These officers check the names of absentee voters off lists and tabulate the absentee ballots.

Is training provided?

All Precinct Election Officers are required to attend training classes and be certified for the task(s) they will perform. Multiple opportunities are provided to accommodate schedules. We offer the certification training to be sure our workers are comfortable with the tasks they are asked to perform and proficient in their jobs.

Will I work in my own polling place?

Whenever possible, Precinct Election Officers are assigned to work at their own polling places, but if no vacancies are available, you may be asked to work at another precinct. You may also be asked to serve as an alternate to fill in for previously-assigned Precinct Election Officers who are unable to serve.

Precinct assignments and training schedules are mailed approximately four to six weeks prior to the election date.

Will I be paid?

Precinct Election Officers are paid a stipend for training and working Election Day. The amount of the stipend depends on your assignment. Stipends range from \$65 for split shift to \$200 for chief/assistant chief assignment.

How do I apply?

Complete the attached application and return it to the:

Office of Elections & Voter Registration
P.O. Box 62
Fincastle, VA 24090

Or via email to registrar@botetourtva.gov

For more information, contact the Office of Elections & Voter Registration in Fincastle at (540) 928-2120 or (540) 473-8235.

Yes! I want to serve Botetourt County as a Precinct Election Officer.

Name (Please Print)

Street Address

Town and ZIP

Home Phone

Work Phone

E-mail Address

I do not hold elected office, paid or unpaid, under the government of the United States; Virginia; or any Virginia County, city, or town and am not the deputy or employee of an elected official.

If there are no vacancies in my precinct, I am willing to serve in another Botetourt County precinct.

Yes No

I do require a half-day shift. I prefer:

AM (5 am to 1 pm) PM (1 pm to end of night)

Signature

Date

Please return completed application to:

Office of Elections & Voter Registration
P.O. Box 62
Fincastle, VA 24090-0062
(540) 928-2120 voice
(540) 473-8657 fax

EMAIL:

registrar@botetourtva.gov

WEBSITE:

http://www.botetourtva.gov/government/voter_info.php

FACEBOOK:

www.facebook.com/botcovoterregistrar



*Looking for an easy and rewarding way to get involved in the democracy on which our nation was founded? The Botetourt County Electoral Board offers such an opportunity through service as a **Precinct Election Officer**, working at the polls on Election Day. See inside for information on one of the most satisfying roles ordinary citizens can play in performing a vital service to our community!*

**WORK AT
THE POLLS
ON
ELECTION
DAY!**



*Become a Precinct
Election Officer*
in
Botetourt County, Virginia