

Job Title: Officer of Election

Salary: \$150/Day

Job Type: Seasonal

Location: Varies, different locations in Caroline County

Department: Caroline Electoral Board

General Description: This is a sworn appointment by the Caroline County Electoral Board. The incumbent enforces and safeguards the election process by the Virginia Code §24.2 to ensure a fair and impartial election.

Organization: The Caroline County Electoral Board is responsible for conducting elections in Caroline County. The County of Caroline currently operates 12 voting precincts. Approximately 100 election officials serve during each election representing the Democratic and Republican Parties. The Office of the General Registrar and Electoral Board of Caroline County strive to promote the highest level of service to the citizens of the Commonwealth of Virginia by providing equitable opportunities to register and vote; and by maintaining accurate records relating to voter registration, elections, election officials, and candidates. We are committed to promoting democracy and public trust in our endeavors to ensure fair and impartial elections.

Duties: This will include but not limited to:

- Assisting in certifying the number of votes cast at the precinct
- Attending all required training
- Demonstrating voting equipment
- Issuing ballots to voter
- Setting up and closing the polls
- Superior customer service

Requirements:

- Be a United States citizen and registered voter of the Commonwealth of Virginia
- Be a resident of the Commonwealth of Virginia
- Be 18 years of age by the next general election
- Have had your voting rights restored if you have ever had been convicted of a felony
- Have had your capacity restored if you have ever been declared mentally incapacitated in a Circuit Court
- No special education or experience necessary

- We will train you. Training sessions are held prior to each election. The Secretary of the Electoral Board will provide information.
- Election Officials are required to attend instructional training prior to each election to receive the most up-to-date information available to assist them in their duties at the polls.

Special Conditions: Election officials must provide their own transportation.

Hours to Work: 5:00 a.m. until the last ballot is counted. The polls are open from 6:00 a.m. to 7:00 p.m. All election officials must report to the polls by 5:00 a.m. and remain until results are reported to the Caroline County Electoral Board after the polls close at 7:00 p.m.

Compensation: Services as an Election Official of Caroline County are \$120 per day and compensation for training.

For more information inquire at the Caroline County Registrar's Office at 212 North Main, Bowling Green, VA 22427 or call (804)633-9083.



Caroline County Voter Registration

Offices of Caroline Electoral Board and General Registrar

PO Box 304, Bowling Green, VA 22427 • (804)633-9083

Application for the position of Officer of Election

Name _____

Mailing Address _____

Physical Address _____

Political Party Preference: Democrat Republican Other

Date of Birth _____ Last 4 digits SSN# _____

On Election Day, I would prefer to work at:

My Precinct A Nearby Precinct Where I am most needed

Cell Phone _____ Home Phone _____

Email address _____

In addition to fluency in English (required), I am also fluent in the following languages: _____

Are you willing to work in a Precinct away from your neighborhood? yes no

You cannot hold an elective office, paid or unpaid, under the government of the United States, Virginia, or any Virginia county, city or town, or be the deputy or employee of an elected official to serve as an Officer of Election.

Signature _____ Date _____