

## **HOW TO BECOME A PRECINCT ELECTION OFFICIAL IN DES MOINES COUNTY**

The following is information on how to become a Precinct Election Official for Des Moines County.

### **WHAT DOES A PRECINCT ELECTION OFFICIAL DO?**

The duties in each precinct are shared among three to six officials depending on the expected number of voters at the polling place for a particular election. The responsibilities include:

- Report to polling location one hour before opening time to set up the polling place before the polls open
- Set up the voting equipment
- Verify that persons are qualified to vote
- Register new persons to vote
- Instruct voters how to cast their vote
- Operate election equipment and computers that tabulate votes, verify voter qualifications, and assist disabled voters to cast ballots
- Complete paperwork and clean up and close the polling area
- Deliver voted ballots and supplies to the County Auditor's Office after the polls close

### **HOW AM I NOTIFIED ABOUT WORKING THE ELECTION?**

You will receive notification by mail before each election. You may not be requested to work at every election, since there are several workers per party in each precinct and we may rotate workers between elections. You may decline to work an election for which you are unavailable.

As a member of the Election Board, you may be requested to work in any election held in the county. You will likely be called to work in your own precinct, but may be asked to work at a different precinct if needed elsewhere.

If you decline to work three or more consecutive times without a specific reason, you may be subject to removal from the pool of potential election officials.

### **REQUIREMENTS**

- Registered to vote in Des Moines County
- Be affiliated with the Republican, Democratic or Libertarian Party, though a small number of persons not affiliated with either of those parties may be appointed
- Not be a candidate with opposition, or closely related to any opposed candidate on the ballot
- Have energy and stamina
- Have good reading and listening skills
- Enjoy people and service to others
- Experienced in using a computer
- Willing to attend a training class
- Willing to accept a small payment for a BIG service

### **TRAINING**

A training course is provided before each federal election. The course is held prior to the election and may be two hours in length. Attendance is required before a Primary or General and attendees are compensated for their time and mileage.

Special training opportunities may be offered periodically to introduce new equipment or procedures.

### **COMPENSATION**

Precinct election officials are paid \$8.50 per hour. Chairpersons receive \$10 per hour. These rates are set by the Board of Supervisors, and vary from county to county in Iowa.

Mileage is paid for your trip to and from the school of instruction, and to and from the polling place, if over 5 miles one-way. The mileage reimbursement is \$0.30 a mile.

Payment for working an election is 2-4 weeks after the election.

### **WHEN ARE ELECTIONS HELD?**

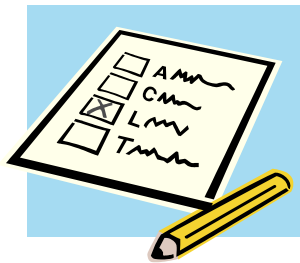
Elections are always held on TUESDAY.

- A CITY PRIMARY, if necessary, is held on the first Tuesday after the first Monday in October of odd-numbered years. Polls are open 7 AM to 8 PM
- SCHOOL and CITY Elections are held on the first Tuesday after the first Monday in November of odd-numbered years. Polls are open 7 AM to 8 PM.
- PRIMARY Elections are held on the first Tuesday after the first Monday in June of even-numbered years. Polls are open 7 AM to 9 PM statewide.
- GENERAL Elections are held on the first Tuesday after the first Monday in November of even-numbered years. Polls are open 7 AM to 9 PM statewide.
- SPECIAL Elections may be called during certain months of the year and are held on Tuesday.

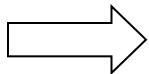
Protecting everyone's right to vote and seeing that our fellow citizens are protected against voter fraud is a responsibility not to be taken lightly.

*IN YOU ARE INTERESTED IN SUPPORTING YOUR COMMUNITY BY TAKING ON THE RESPONSIBILITY OF BECOMING A PRECINCT ELECTION OFFICIAL IN DES MOINES COUNTY, PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS BROCHURE AND MAIL OR BRING IT TO THE AUDITOR'S OFFICE.*

*If you have any questions, you may call the Auditor's Office at 319 753-8232.*



**See next page for an information form to submit to the County Auditor**



### **PRECINCT ELECTION OFFICIAL INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PHONE # HOME \_\_\_\_\_

CELL \_\_\_\_\_

Retired ( yes / no )

Employer \_\_\_\_\_

Flexible Hours ( yes / no )

#### **PLEASE MARK ALL THAT APPLY BELOW:**

- I will work only in my precinct
- I will work outside my precinct if needed
- I will consider the chair position
- I have worked elections before
- I am comfortable using a computer

Preference will be given to persons who can work full days; however, if you are **only able to work half a day**, please indicate your preference below, otherwise leave this blank.

I can only work a 1/2 day shift:

prefer the **AM shift** (6 am to 2 pm)

prefer the **PM shift** (2 pm to close)

### **YOU MUST BE REGISTERED TO VOTE IN DES MOINES COUNTY TO BE A PRECINCT OFFICIAL**

I am registered to vote and am affiliated with the

Democratic Party

Republican Party

Libertarian Party

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

#### **DETACH AND RETURN TO:**

Des Moines County Auditor  
& Commissioner of Elections  
PO Box 784  
Burlington, IA 52601

*Want to serve your community  
by becoming a  
**Precinct  
Election  
Official?***

*Make your vote count!*



This brochure provides information on how to become a Precinct Election Official for Des Moines County.

### **Des Moines County Auditor & Commissioner of Elections**

513 N. Main St., PO Box 784  
Burlington, IA 52601  
319 753-8232

[www.dmcountry.com](http://www.dmcountry.com)