

HOW TO BECOME A PRECINCT ELECTION OFFICIAL IN LEE COUNTY

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

WHAT DOES A PRECINCT ELECTION OFFICIAL DO?

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

- 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 various pieces of equipment 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 called for 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 called upon to work in any election that may be held in the county. You will most likely be called to work in your own precinct,

but may be asked to work at a different precinct if needed elsewhere.

REQUIREMENTS

- Registered to vote in Lee County
- Be affiliated with the Republican or Democratic 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
- Some of the officials in each precinct must be experienced in using a computer keyboard
- Willing to attend a training class
- Willing to accept a small payment for a BIG service

TRAINING

A training course is provided before most elections. The course is held during the three weeks prior to the election and is one to two hours in length. Typically classes are offered at different times to accommodate various schedules. 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 currently paid \$7.25 per hour. Chairpersons are paid \$8.25

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. The mileage reimbursement is forty-two cents per mile.

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

WHEN ARE ELECTIONS HELD?

Elections are always held on TUESDAY.

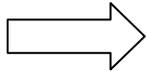
- SCHOOL Elections are held on the second Tuesday in September in odd-numbered years. Polls are usually open 7 AM to 8 PM. School districts indicate their preference and may open at noon.
- CITY Elections are held on the first Tuesday after the first Monday in November of odd-numbered years. Polls are usually open 7 AM to 8 PM. Smaller cities may choose to open at noon.
- 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 at anytime during 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.

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

If you have any questions, you may call the Auditor's Office at 319 372-3705, or e-mail the County Auditor at auditor@leecounty.org

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



Pollworker recruitment 2011

**PRECINCT ELECTION OFFICIAL
INFORMATION**

NAME _____

ADDRESS _____

CITY _____

PHONE # DAYTIME _____
EVENING _____
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

**YOU MUST BE REGISTERED TO
VOTE IN LEE COUNTY TO BE A
PRECINCT OFFICIAL**

I am registered to vote and am affiliated with the
 Democratic Party
 Republican Party

COMMENTS: _____

DETACH AND RETURN TO:

Lee County Auditor
& Commissioner of Elections
PO Box 190
Fort Madison, IA 52627

**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 Lee County.

**Lee County Auditor
& Commissioner of Elections**

933 Avenue H., PO Box 190
Fort Madison IA 52627

319 372-3705

auditor@leecounty.org

www.leecounty.org