

This is an informational brochure on how to become a Precinct Election Official for Linn County Elections.

The duties of Precinct Election Official have become more involved over the years and require persons to handle more complex duties according to state law. Therefore you must be able to work long hours, handle complex legal issues and have good customer service skills.

WHAT DOES A PRECINCT OFFICIAL DO?

- Set up the polling place before the polls open
- Set up the voting equipment
- Check that persons are qualified to vote
- Instruct voter how to cast their vote
- Close the polling place
- Report the votes electronically after the polls close and certify the totals
- Complete paperwork and clean up polling area

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 rotate workers between elections. You may decline to work an election for which you are unavailable.

As a member of the Election Official 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 another precinct if needed elsewhere.

If you decline to work 3 or more consecutive times without a specific reason, you will be subject to removal from the Board.

REQUIREMENTS

- Registered to vote in Linn County
- The majority of the panel must be affiliated with the Democratic or Republican Party, however No Party voters may also work.
- Not be candidate with opposition or closely related to any opposed candidate on the ballot.
- Have energy and stamina for the long hours
- Have good reading and listening skills and legible handwriting
- Enjoy people and service to others
- Able to work as a Team Member and follow election laws
- Willing to attend a training class
- Willing to accept a small payment for a BIG service.

TRAINING

A training course is provided before each election. The course must be held no less than three days before the election for no more than 2 hours. You will be compensated for the training. Training is

mandatory prior to the Primary and General Elections.

COMPENSATION

Precinct election officials are paid \$160 per day. Chairpersons are paid \$200 per day. All officials are also paid \$15 for attending a school of instruction prior to the election.

Mileage is paid for actual expenses to and from the school of instruction and to and from the polling place, if over 5 miles. Mileage reimbursement is based on the current federal rate.

Payment for working an election is made 2-5 weeks after the election.

WHEN ARE THE ELECTIONS HELD?

Elections are always held on TUESDAY.

SCHOOL Elections are held on the second Tuesday in September. Polls are usually open 7 AM to 8 PM. School Districts indicate their preference.

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. Small cities may 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.

IF YOU ARE INTERESTED IN SUPPORTING YOUR COMMUNITY BY TAKING ON THE RESPONSIBILITY OF BECOMING A PRECINCT ELECTION OFFICIAL IN LINN COUNTY, PLEASE COMPLETE THE INFORMATION ON THE REVERSE SIDE and mail or bring it to the Elections Office.

*If you have any questions you may call the office at **892-5300**.*

Protecting everyone's right to vote and seeing that we as a people are protected against voter fraud - is a responsibility not to be taken lightly.

www.linncounty.org

**Precinct Election Official
INFORMATION FORM**

Legal Name

Nickname (goes by)

Street Address

Mailing Address-if different

City, State, Zip

Phone # - daytime or work

Phone # - home

Cell phone #, if any

E-mail address, if any

Social Security No. (for payment)

Employer

If retired - from where?

Do you winter south? _____
Dates: _____

PLEASE MARK ALL THAT APPLY

Have you been convicted of:

Felony _____

Serious misdemeanor _____

Aggravated misdemeanor _____

Your record will be checked through Iowa Courts.

_____ I have worked elections before

_____ I will work outside my regular precinct, if needed

_____ I will consider the Precinct Chairperson position, if needed

I am registered to vote with the
Democratic Party _____
Republican Party _____
No Political Party _____

SKILLS:

Management _____

Data Entry _____

Computer _____

Customer Service _____

Teaching/Training _____

Other comments: _____

Please complete this form and return it to:
Linn County Elections
P.O. Box 1328
Cedar Rapids, IA 52406-1328

***** FOR OFFICE USE ONLY*****

Vendor # _____

Registered Precinct _____

Date added _____

Want to serve your community by becoming a

Precinct
Election
Official?

**County Auditor's Office
Elections Division**

Make your vote count

