

How Do I Apply?

Complete the information requested below and return to:

Clarke County Electoral Board
P. O. Box 555
Berryville, VA 22611

YES! I am interested in becoming an Election Official. Please send an application.

Name: _____

Address: _____

Email Address: _____

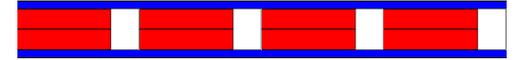
Last 4 digits of SSN: _____

Daytime Phone #: _____

Evening Phone #: _____



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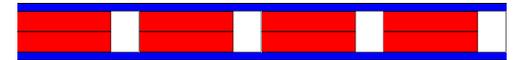


We Need You....

To Work at the Polls on Election Day.



**CLARKE COUNTY
ELECTORAL BOARD**





Clarke County Electoral Board

*The strength of a democracy
depends upon the level of
involvement of its citizens.*

Get involved!

The County of Clarke needs approximately 40 citizens to serve as election officials in its 8 precincts for each General Election; around 60 officials during the Presidential Election. It is a rewarding way to participate in your government and help us to ensure a fair and well-organized voting process.

Am I qualified?

You must be a registered voter in the Commonwealth of Virginia.

- You cannot hold elected office or be the employee or a deputy of an elected official.
- You must be able to take direction, pay attention to detail and not be easily distracted.
- You must be available to work the entire day on election day.
- You must be available to attend training.

What will I be doing?

Arrive at the polling place at 5:00 a.m. on election day and remain until all the tallies have been completed after the polls close, normally around 8:30 p.m.

Precinct Officers:

- Set up voting equipment and prepare the polling place for voting.
- Process voters by checking for their name on the list of registered voters, documenting necessary information and verifying identification.
- Provide instructions and/or demonstrations for the use of the voting machines.
- Complete election reports, secure voting machines and close the polling place.

Central Absentee Precinct (CAP) Officers:

- Process mailed-in absentee ballots.
- Record and process the votes cast on the voting machine used for in-person absentee voting.
- Record names of voters in poll books.
- Complete election reports

Alternate (Stand-by) Officers:

- May be called prior to Election Day to fill in for officers who cannot serve.

Phone: 540-955-5168
Fax: 540-955-5169
Email: vote@clarkecounty.gov

Will I receive training?

Election Officials are required to attend training prior to each election. Workshops, lasting about 2 hours, are normally held the week prior to the election. Additional training is provided prior to special and primary elections.

Where will I be working?

Whenever possible, Election Officials are assigned to their "home" precinct or asked to work in the Central Absentee Precinct (CAP). Unassigned officers are asked to serve as "Alternates" to fill in for scheduled officers who cannot serve.

When am I needed?

Usually every year for a November election. Also for primary and town elections.

Do I get paid for working the polls?

Yes: Election officials are compensated \$105 for attending training and working on election day. (Central Absentee Precinct officers receive \$85). (As of July 2008)

Precinct Chiefs receive supplemental compensation for their added responsibilities.