

How Do I Sign-up?

Send this form to:

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

or

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

YES! I am interested in becoming an Election Official.

Name: _____

Residence Address:

Mailing Address (if different):

Email Address:

Daytime Phone #: _____

Evening Phone #: _____



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



Officers of Election Needed.....

to work at the
polls on
election day

Clarke
COUNTY • VIRGINIA

OFFICE OF ELECTIONS

101 CHALMERS CT.
P.O. Box 555
BERRYVILLE, VA 22611
540-955-5168
vote@clarkecounty.gov



Officers of Election: *Ensuring the Integrity of the Vote*



Did you know?

§24.2-119.1 - Any person who serves as an officer of election shall neither be discharged from employment nor have any adverse personnel action taken against him, nor shall he be required to use sick leave or vacation time, as a result of his absence from employment due to such service at a polling place on election day....., provided he gave reasonable notice to his employer of such service. No person who serves for four or more hours, including travel time, on his day of service shall be required to start any work shift that begins on or after 5:00 p.m. on the day of his service or begins before 3:00 a.m. on the day following the day of his service. Any employer violating the provisions of this section shall be guilty of a Class 3 misdemeanor.

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 and follow direction, pay attention to detail and not be easily distracted.
- You must be available to attend training.

What will I be doing?

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.
- Distribute official ballots to qualified voters.
- Provide instructions and/or demonstrations for the use of the voting machines.
- Complete election reports, secure voting machines and close the polling place.
- Assist with curbside voting.

Central Absentee Precinct 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.



Will I receive training?

Election Officials are required to attend training prior to each election. Workshops, lasting about 2 hours, are usually 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 will I be working?

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

Full Day: 5:00 a.m. - approx. 8:00 p.m.
Half Day: 5:00 a.m. - 1:00 p.m. or
12:00 noon - approx. 8:00 p.m.

Do I get paid for working the polls?

Yes: Election officials are compensated for attending training and working on election day. Full and half-day shifts are available.

Rate of pay varies with election day responsibilities.



For more information, contact your local Voter Registration Office

