

This brochure will instruct you on how you can become a Precinct Election Official for Black Hawk County.

But first, you should know more about

What does a Precinct Election Official do?

You would be trained to do the following:

- ▶ *Follow and understand legal election procedures*
- ▶ *Prepare polling place for election*
- ▶ *Determine the eligibility of voters*
- ▶ *Operate, and instruct voters how to use, precinct voting machines*
- ▶ *Report results to the Courthouse*
- ▶ *Complete paperwork and close the polls*

NOTE: *Worker hours are from 1 hour prior to opening of polls to completion of closing the polls, usually about 15 hours*

**Are you up to the challenge?
Good! Read on . . .**

A MAJOR RESPONSIBILITY

*Elections are at the core of our system of government. **Seeing to it that every eligible person has a right to vote, and that their vote is protected is not a responsibility to be taken lightly.** We are prepared to give you the training if you are prepared to take the responsibility.*

Training

- ◆ All Precinct Election Officials will receive training prior to working an election
- ◆ Precinct Election Officials will be trained to know and follow Iowa election laws, how to process voters, and how to set up and use voting equipment
- ◆ Hands-on and virtual trainings will be provided

Pay

- ◆ Chairperson flat rate is \$250 plus mileage for the day
- ◆ All other Precinct Election Officials earn \$200 plus mileage for the day

Qualifications

- ◆ Must be registered to vote in Black Hawk County

When might I work?

Depending on the availability of workers in your precinct, you may be called for any or all of the following:

SCHOOL ELECTIONS and CITY ELECTIONS are held jointly in November of odd-numbered years. Polls are open 7 AM to 8 PM.

PRIMARY ELECTIONS are held in June of even-numbered years. Polls are open 7 AM to 8 PM.

GENERAL ELECTIONS are held in November of even-numbered years. Polls are open 7 AM to 8 PM.

SPECIAL ELECTIONS are called as necessary and are always held, as other elections, on **TUESDAYS**.

If now you're asking

How do I sign up?

Just turn this brochure over or sign up electronically at:

www.tinyurl.com/peobhc

APPLICATION TO BE CONSIDERED for serving as a Precinct Election Official in Black Hawk County. ***Please print.***
(Information is for office use only)

Name: _____

Address: _____

Phone: _____

Email: _____

Political Affiliation: _____

(Rep, Dem, Lib, Green, No Party)

NOTE: Your political party (if any) must approve your appointment.

Describe your previous work history:

Do you have management skills?

YES NO

Do you have data entry or typing skills?

YES NO

Do you have computer skills?

YES NO

Do you have customer service skills?

YES NO

Do you have teaching skills?

YES NO

Have you ever worked elections before?

YES NO

Will you consider working outside your regular precinct?

YES NO

Will you consider being a Chairperson?

YES NO

Would you like to deliver ballots to residents in health care facilities?

YES NO

Would you like to work at a satellite early voting location?

YES NO

Would you like to work on the Absentee Board counting absentee ballots?

YES NO

Are there any other skills you may want to mention?

How did you hear about this opportunity?

Return to:

Election Division
316 E. 5th St.
Waterloo, IA 50703

Phone:

(319)-833-3007

Fax:

(319)-833-3119

Email:

election@co.black-hawk.ia.us

 **VOTE**  **VOTE**  **VOTE**

How can I become a...

PRECINCT

ELECTION

OFFICIAL?

*Election Division
Black Hawk County Courthouse
Auditor's Office*

(319)-833-3007

 **VOTE**  **VOTE**  **VOTE**