

## PRECINCT OFFICIAL APPOINTMENT INFORMATION

**PRECINCT OFFICIAL POSITIONS:** Each precinct is appointed one Chief Judge and two Judges. Appointments are made in August of odd-numbered years and last for two years. The Chief Judge and one Judge are typically the party of the sitting Governor and the other Judge is the opposite (Republican or Democrat). Assistants are appointed each election as needed. Every official is considered a Richmond County employee and will be required to complete all New Hire forms and provide a NC Driver's License/NC ID and a Social Security card. All officials must be registered voters of the county, of good repute and may not hold elective office under the government of the United States, North Carolina, Richmond County, or any political subdivision. Election officials are required to take mandatory training prior to each election and must have a technical knowledge at a level to work all computers, printers and voting equipment.

- **Election Day Assistants:** Must be able to comfortably work computer, printer, print reports and change ink cartridges. Assists with curbside voting and assist with ballot counts in Presidential Elections. (Multiple assistants needed per precinct)  
Paid \$125 for Election Day
- **Emergency Assistants:** Works when an emergency situation arises that causes an appointed official to be unable to fulfill his/her duties. These positions may be filled by unaffiliated officials as well as party specific officials. Emergency assistants must attend paid training classes for all stations but will only be used on an "On Call" basis. (no limit on emergency assistants needed)  
Paid \$125 for Election Day

**ELECTIONS OFFICE ASSISTANTS:** Office assistants are often needed to assist Board of Elections staff in preparation of an election and on Election Day(s). These positions are non-partisan and require technical and customer service knowledge. Some positions may require some heavy lifting, bending and stooping for long periods of time. Professionalism is a must.

- **One Stop Workers:** Appointed by election as needed. Technical knowledge is required at a level to work all voting stations and equipment, including data entry. Must have some customer service knowledge and able to work flexible hours during the am/pm for at least two weeks prior to an election. Must attend paid mandatory training classes. (Multiple officials needed per One Stop site)  
Paid \$9.00/hr.
- **Setup Assistant:** Assists County Maintenance and Board of Elections Staff on specified days at the BOE office/warehouse leading up to each election with supply pick up and loading. Some heavy lifting could be required along with bending and stooping for long periods of time. Setup Assistants are also needed to set up computers and other light equipment. Job requirements could change as needed per election. Must have cell phone. (Several assistants needed per election cycle)  
Paid \$9.00/hr.
- **Rovers:** Assists County Board Staff and warehouse assistant(s) with technical and supply Issues at the precinct level and in the office on Election Day and Night. Some travel may be required. Mileage will be paid for travel between precincts.. Must have cell phone. Some heavy lifting may be required along with bending and stooping for long periods of time. May be required to help with supply check-in on election night, accounting of ballots and securing all equipment. Computer experience is beneficial.  
Paid \$9.00/hr.
- **Office Assistants:** Appointed by election by Board of Elections staff to provide Election Day support to the precincts, the public and office staff. Technical knowledge at a level to search a database, troubleshoot, transfer calls and take messages. Data entry and basic office skills are a must. Office training will be provided. Must attend paid precinct training classes. (1 assistant needed per election cycle)  
Paid \$9.00/hr.

# Election Official Application

Richmond County Board of Elections  
PO Box 1843  
Rockingham, NC 28380  
(910) 997-8253  
richmond.boe@richmondnc.com

## Contact Information

Name	
Residential/Mailing Address	
City, State, Zip	
Home Phone/Cell Phone	
Email address	
Are you at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/> Birthdate

## Are You a Registered Voter in Richmond County?

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Yes      | <input type="checkbox"/> Democrat     |
| <input type="checkbox"/> No       | <input type="checkbox"/> Republican   |
| <input type="checkbox"/> Not sure | <input type="checkbox"/> Unaffiliated |

## Do Any of the Following Apply To You?

Please check all that apply

- Hold any elective office under federal, state, or local government
- Candidate for nomination or election
- Hold any office, manager or treasurer with a political party or political organization
- Not a US Citizen
- None of the Above

## Expectations of an Election Official

Every election official in Richmond County will be required to attend training sessions prior to each election. You will be expected to work long hours on Election Day(s) and may be required to lift as much as 30 lbs. and if necessary, stoop, bend and stand for hours at the time. Is there anything that might hinder you from doing these job expectations? If so, please explain.

## Position(s) of Interest

Check all that apply.

In the event of an opening, please indicate if you are interested in a Chief Judge or Judge position.

Precinct Assistant  
 Emergency Assistant  
 One Stop Worker

Setup Assistant  
 Rover  
 Office Assistant

## Please choose your level of knowledge and experience with computers?

Beginner  None  
 Advanced  
 Expert

## Agreement and Signature

All Election officials are required to take an Oath of Office and sign a confidentiality agreement. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am appointed as an Election official, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. Depending on position applied for, I agree to allow my application to be forwarded to the appropriate Political Party Chairman for review.

<b>Name (printed)</b>	
<b>*Signature</b>	
<b>Date</b>	

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with Richmond County Board of Elections. Applications are kept on file at the Richmond County Board of Elections for two years from the date of the signed application.

**No application will be considered if left incomplete or without a signature.\***