

WANT TO SERVE YOUR COMMUNITY?



SIGN UP TO BE A PRECINCT ELECTION OFFICIAL

The following is information on how to become a Precinct Election Official for Muscatine County.

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 voters on procedures for casting a vote
- Close the polling place
- Report the votes after the polls close
- Complete paperwork and clean up polling area

HOW AM I NOTIFIED ABOUT WORKING THE ELECTION?

You will receive notification by mail or phone if you are requested to work an 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 different precinct if needed elsewhere.

REQUIREMENTS

- Registered and eligible to vote in Muscatine County
- Be affiliated with the Democratic or Republican Party for a partisan election
- Not be a candidate with opposition or closely related to any opposed candidate on the ballot
- Have energy and stamina
- Have good reading and listening skills and legible handwriting
- Enjoy people and service to others
- Be willing to attend a training class
- Be willing to accept a small payment for a BIG service

TRAINING

A training course is provided before some elections. The course must be held no less than three days before the election for approximately 2 hours. Attendance is required before a Primary or General and attendees are compensated.

COMPENSATION

Precinct Officials are compensated at \$8.00 per hour on election day and for attending the school of instruction prior to the election. (Precinct Chairpersons are compensated at \$10.00 per hour.)

Mileage is reimbursed at the current Muscatine County rate for actual miles to and from the polling place and the school of instruction.

Payment for working an election is made 2-4 weeks after the election.

WHEN ARE 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 and may open at Noon.

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. Smaller 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 held anytime throughout the year and are always held on a Tuesday.

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.

IF YOU ARE INTERESTED IN SUPPORTING YOUR COMMUNITY BY TAKING ON THE RESPONSIBILITY OF BECOMING A PRECINCT ELECTION OFFICIAL IN MUSCATINE COUNTY, PLEASE COMPLETE THE INFORMATION ON THE ATTACHED FORM AND MAIL OR BRING IT TO THE AUDITOR'S OFFICE.

If you have any questions, you may call the Auditor's office at 263-5821.

PRECINCT ELECTION OFFICIAL INFORMATION

NAME _____ SS# _____
ADDRESS _____
PHONE # DAYTIME _____ EVENING _____ Unlisted (Yes/No)
EMPLOYER _____ Retired (Yes/No)
E-MAIL ADDRESS _____
CELL PHONE # _____

PLEASE MARK ALL THAT APPLY BELOW

I will work only in my precinct I will consider the chair position
 I will work outside my precinct I have worked elections before

Preference will be given to persons who can work full days; however, if you are only able to work half a day, please indicate your preference below, otherwise leave this blank.

I can only work a ½ day shift:

prefer the AM shift (6:30 AM to 2:30 PM) prefer the PM shift (2 PM to close)

I am registered to vote and am affiliated with the

Democratic Party Republican Party No Party

Note: In order to work in a partisan election, you must be affiliated with either the Democratic or Republican Party.

Comments: _____

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

Date Added

Precinct

Return completed form to:
Muscatine County Auditor
414 E. Third St. Suite 201
Muscatine, IA 52761