



What is an Election Officer?

Election Officers work at the polls on Election Days to ensure that elections are run in an honest and well-organized manner. Fluvanna County needs workers in its 5 precincts and Central Absentee precinct (CAP) for each General Election. Election Officers must be sworn in by a notary public or the Clerk of Courts.

Who can be an Election Officer?

You are eligible if you:

- are registered to vote in Fluvanna County
- do not hold elected office or are not the employee or deputy of an elected official
- enjoy meeting other people and serving the public
- are detail-oriented, able to take direction well, and not easily distracted.

What type of people work as Election Officers?

Just about everyone! We have senior citizens and recent high school graduates; people who work full-time, are self-employed, or are retired, newly-naturalized citizens and long-time Fluvanna residents. Overall, it is a highly diverse workforce.

When are Election Days and what are the hours worked?

General Elections are held each year on the Tuesday after the first Monday in November.

Primary Elections, if called for, are held on the second Tuesday in June. Special elections are scheduled as necessary.

Election Officers arrive at the assigned polling place by 5:00 a.m. on Election Days and must remain until results are called in to the Registrars Office and the polling place is officially shut down.

Split shift officers work either from 5:00 a.m. to 2:00 p.m. or 1:00 p.m. to shut down of the polling place. Polling places are always open from 6:00 a.m. until 7:00 p.m.

What do Election Officers do?

Most Election Officers work in the precinct polling places. Their duties include:

- arriving at the polling place by 5:00 a.m. on Election Day
- setting up voting machines and signs to prepare the polling place for voting
- processing voters by checking their names off lists
- operating and instructing voters on the use of voting machines or assisting handicapped voters as necessary
- tallying results, securing the voting machines, and closing the polling place

A smaller number of Election Officers work in the Central Absentee precinct on Election Day. These officers check the names of absentee voters off lists and tabulate the absentee ballots.

Is training provided?

All Election Officers are required to attend a training class annually. Classes are usually held in the Palmyra Historic Courthouse or Fluvanna Community Center.

Will I work in my own polling place?

Whenever possible, Election Officers are assigned to work at their own polling places, but if no vacancies are available, you may be asked to work at another precinct. You may also be asked to serve as an alternate to fill in for previously-assigned Election Officers who are unable to serve.

Election Officers must work at least one General Election before being considered for the position of Chief or Assistant Chief.

Precinct assignments and training schedules are mailed prior to the election date.

Will I be paid?

Election Officers are paid a stipend for each election.

How do I apply?

Complete the application on the back of this page, and return it to the Electoral Board office at:
Fluvanna County Registrar's Office
P.O. Box 44
Palmyra VA 22963

For more information, contact the Voter Registration and Elections Office at 589-3593.

Yes! I want to serve Fluvanna County as an Election Officer.

Name (please print)

Street Address

Town and ZIP

Home Phone

Work Phone

E-mail Address

I would like to be appointed to represent the

Democratic Party Republican Party

Independent (please check one)

I do not hold elected office, paid or unpaid, under the government of the United States, Virginia, or any Virginia county, city, or town and am not the deputy or employee of an elected official.

If there are no vacancies in my precinct, I am willing to serve in another Fluvanna County Precinct.

Yes No

Signature

Date

**Please return completed application to:
Office of Voter Registration and Elections
P.O. Box 44
Palmyra Virginia 22963**



Looking for an easy and rewarding way to get involved in the democracy on which our nation was founded?

The Fluvanna County Electoral Board offers such an opportunity through service as an **Election Officer**, working at the polls on Election Day. See inside for information on one of the most satisfying roles ordinary citizens can play in performing a vital service to our community!

Fluvanna County Registrar's Office

211 Main Street

P.O. Box 44

Palmyra, VA 22963

(434) 589-3593 (voice)

(434) 589-6383 (fax)

jpace@fluvannacounty.org

Fluvanna County Website:

www.co.fluvanna.va.us



**How to be
an
Election Officer
in
Fluvanna County
Virginia**

**WORK AT
THE POLLS!**