

# Des Moines County Auditor's Office

***Want to serve your community by becoming a  
Precinct Election Official?***



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

## **WHAT DOES A PRECINCT ELECTION OFFICIAL DO?**

- Report to Polls 1 hour before opening time
- Arrange the tables and chairs before the polls open
- Hang posters and sample ballots
- Set up the voting equipment
- Check that persons are qualified to vote
- Instruct voter how to cast their 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 before each 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.

If you decline to work 3 or more consecutive times without a specific reason, you will be subject to removal from the Board.

## **REQUIREMENTS**

- Registered to vote in Des Moines County
- Be affiliated with the Democratic or Republican Party
- Can not be a candidate 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
- Willing to attend a training class
- Willing to accept a small payment for a BIG service.

## **TRAINING**

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

## **COMPENSATION**

Precinct election officials are currently paid \$7.25 per hour. Chairpersons are paid an additional \$10 per day. All officials are also paid a minimum of two hours (\$14.50) for attending a school of instruction prior to the election.

Mileage is paid for actual expenses to and from the school of instruction and to and from the polling place, if over 5 miles. Mileage reimbursement is based on the current federal rate.

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 of odd-numbered years. Polls are usually open at 12:00pm (noon) to 8 PM.

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 called at anytime during the year and are held on 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 BELOW IN DES MOINES COUNTY, PLEASE COMPLETE THE INFORMATION and mail it or deliver it to the Auditor's Office, addresses listed below**

If you have any questions you may call the office at 319-753-8232.

**PRECINCT ELECTION OFFICIAL INFORMATION**

Legal Name: <input type="text"/>	IA Drivers License #: <input type="text"/>
Goes by: <input type="text"/>	
Address: <input type="text"/>	City/Zip: <input type="text"/>
Daytime Phone #: <input type="text"/>	Evening Phone #: <input type="text"/>
Unlisted Phone #: <input type="checkbox"/>	Cell Phone #: <input type="text"/>
Employer: <input type="text"/>	Retired: <input type="checkbox"/>

**PLEASE MARK ALL THAT APPLY BELOW:**

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

**(YOU MUST BE REGISTERED WITH A POLITICAL PARTY AFFILIATION)**

I am registered to vote and am affiliated with the

- Democratic Party  Republican Party

SIGNATURE: \_\_\_\_\_

*****FOR OFFICE USE ONLY*****	
Date Added:	Precinct:

**DETACH AND RETURN TO:**

**Mail To:**

Des Moines County Elections, PO Box 784, Burlington, IA 52601

**Deliver To:**

Auditor's Office, 2<sup>nd</sup> Floor Des Moines County Courthouse  
513 N. Main St, Burlington, IA 52601