

**HOW TO BECOME A PRECINCT ELECTION OFFICIAL IN JONES COUNTY**

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

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

The duties in each polling place are shared among three to twelve officials depending on the expected number of voters at the polling place for a particular election. The responsibilities include:

- Set up the polling place before the polls open
- Set up the voting equipment
- Some officials in each polling place will use a laptop computer and printer to:
  - Verify that persons are qualified to vote, and
  - Check voters' ID
  - Register new persons to vote
- Instruct voters how to use the voting equipment to cast their vote
- Operate various pieces of equipment that tabulate votes, verify voter qualifications, and assist disabled voters to cast ballots
- Complete paperwork and clean up and close the polling area
- Deliver voted ballots and supplies to the County Auditor's Office after the polls close

**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, as there must be a mix of officials registered with each political party in each polling place for certain elections, and we may rotate workers between elections. You may decline to work any election for which you are unavailable.

As a member of the Election 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/polling place if needed elsewhere.

**REQUIREMENTS**

- Registered to vote in Jones County
- Be affiliated with the Republican or Democratic Party, though a small number of persons not affiliated with either of those parties may be appointed
- Not be a candidate with opposition, or closely related to any opposed candidate on the ballot
- Have energy and stamina – a typical election day shift begins at 6 a.m. and ends between 9 and 10 p.m.
- Have good reading and listening skills
- Enjoy people and service to others
- Some of the officials in each precinct must be experienced in using a computer keyboard
- 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 is held during the three weeks prior to the election and is two to three hours in length. Typically classes are offered at different times to accommodate various schedules. Attendance is required before a Primary or General and attendees are compensated for their time and mileage. Special training opportunities may be offered periodically to introduce new equipment or procedures.

**COMPENSATION**

Precinct election officials are currently paid a set fee of at least \$30 for attending a training session, and at least \$175 for working a full shift on election day. Chairpersons are currently paid at least \$225 for working a full shift on election day. Hourly rates apply for those working only a partial shift. These rates are set by the Board of Supervisors, are updated periodically, and vary from county to county in Iowa.

Mileage is paid for your trip to and from the school of instruction, and to and from the polling place, if over 5 miles. The mileage reimbursement is three cents under the federal rate.

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

*Pay rates updated 7-1-19*

**WHEN ARE ELECTIONS HELD?**

Elections are always held on TUESDAY.

- CITY & SCHOOL Elections are held jointly on the first Tuesday after the first Monday in November of odd-numbered years. Polls are open from 7 a.m. to 8 p.m. statewide.
- PRIMARY Elections are held on the first Tuesday after the first Monday in June of even-numbered years. Polls are open 7 a.m. to 8 p.m. statewide.
- GENERAL Elections are held on the first Tuesday after the first Monday in November of even-numbered years. Polls are open 7 a.m. to 8 p.m. statewide in Iowa.
- SPECIAL Elections may be called at anytime during the year and are only held on Tuesdays.

Protecting everyone's right to vote and seeing that our fellow citizens 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 JONES COUNTY, PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS BROCHURE AND MAIL OR BRING IT BACK TO THE AUDITOR'S OFFICE.*

*If you have any questions, you may call the Auditor's Office at 319 462-2282, or e-mail the County Auditor at [auditor@jonescountyiowa.gov](mailto:auditor@jonescountyiowa.gov)*

*See next page for an information form to submit to the County Auditor*



**PRECINCT ELECTION OFFICIAL  
INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PHONE # DAYTIME \_\_\_\_\_  
EVENING \_\_\_\_\_  
CELL \_\_\_\_\_

Retired ( yes/no ) \_\_\_\_\_

Employer \_\_\_\_\_  
Flexible Hours ( yes/no ) \_\_\_\_\_

**PLEASE MARK ALL THAT APPLY BELOW:**

- I will work only in my precinct
- I will work outside my precinct if needed
- I will consider the chair position
- I have worked elections before
- I am comfortable using a computer

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 1/2 day shift:  
 prefer the **AM shift** (6 am to 2 pm)  
 prefer the **PM shift** (2 pm to close)

**YOU MUST BE REGISTERED TO  
VOTE IN JONES COUNTY TO BE A  
PRECINCT OFFICIAL**

I am registered to vote and am affiliated with the  
 Democratic Party  
 Republican Party       Non-Partisan

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**DETACH AND RETURN TO:**  
Jones County Auditor  
& Commissioner of Elections  
PO Box 109  
Anamosa, IA 52205



**WANT TO HELP  
AS A  
PRECINCT ELECTION  
OFFICIAL?**



This brochure provides information on how to become a Precinct Election Official for Jones County.

**Jones County Auditor  
& Commissioner of Elections**  
500 W. Main St., PO Box 109  
Anamosa IA 52205  
319 462-2282

[auditor@jonescountyiowa.gov](mailto:auditor@jonescountyiowa.gov)  
[www.jonescountyiowaelections.gov](http://www.jonescountyiowaelections.gov)