

**Transylvania County Board of Elections**  
**Application to Serve as Precinct Election Official**

Consider me for these positions:  <input type="checkbox"/> Chief Judge <input type="checkbox"/> Judge <input type="checkbox"/> Assistant <input type="checkbox"/> Student Asst. <input type="checkbox"/> OneStop/Early <input type="checkbox"/> Alternate	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Nickname:</i>
	<i>Date of Birth</i>	<i>Voter Registration # (if known)</i>	<i>Gender:</i> <input type="checkbox"/> M <input type="checkbox"/> F	<i>Party Affiliation</i> <input type="checkbox"/> Constitution <input type="checkbox"/> Democrat <input type="checkbox"/> Green <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated <input type="checkbox"/> Not Registered
	<i>Home Address</i>			
<i>Home Phone:</i>	<i>Cell Phone:</i>	<i>Email address:</i>		

Please check the appropriate box:

I will be able to attend 4 hours of training before each election:  Yes  No

I have my own transportation to and from the polling place on Election Day:  Yes  No

I am computer literate or I am willing to learn and be trained:  Yes  No

I am physically able to lift 30 lbs:  Yes  No

I am able to work continuously from 5:30am until at least 8:30pm on Election Day:  Yes  No

I understand I may be required to assist setting up my precinct on the eve of the election:  Yes  No

I am currently a registered voter and resident of Transylvania County:  Yes  No

I am able to serve in an impartial manner and will not voice my political views while working:  Yes  No

I am available to work in other precincts:  Yes  No

In regard to technology (setting up & operating a laptop / printer, etc.), my comfort level can best be described as:  
 Fearless     Confident with Training     Somewhat Nervous     Uneasy, never use computers

**NOTICE TO APPLICANT – PLEASE READ BEFORE YOU SIGN BELOW:** Persons appointed by the Transylvania County Board of Elections to these positions must be registered voters (or at least age 17) and legal U. S. residents of the county or precinct, of good repute, and able to read and write legibly. Your signature indicates you have read this brochure and understand the information presented. Your signature does not guarantee you will be appointed as a Precinct Election Official. The Transylvania County Board of Elections may remove you as a precinct election official for misbehavior or neglect of duty at their discretion. You will be contacted if selected for appointment. Alternates are trained and on standby to be called if a vacancy occurs.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT ELECTION ASSISTANTS**

**Enrollment / Academic Status**  
**Verification (Required):**

Name of Principal/Director or Educator: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By my signature above, I am recommending this student to be a student election assistant and certify that he/she is enrolled and has an exemplary academic record as defined by this institution.

**Parental Permission (Required):**

Parent     Guardian     Legal Custodian

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

By my signature above, I consent for this student to be absent from school attendance on Election Day and that I allow him/her to perform service as a student election assistant.

Revision: 2019.815

**TRANSYLVANIA COUNTY**  
**BOARD OF ELECTIONS**

Precinct Election  
Official



Recruiting Guide  
and Application

Transylvania County Board of Elections  
150 S. Gaston Street  
P. O. Box 868  
Brevard, NC 28712  
Phone: 828-884-3114  
Fax: 828-884-8682  
Website: [transylvaniiaelections.org](http://transylvaniiaelections.org)

# PRECINCT OFFICIAL QUALIFICATIONS & RESPONSIBILITIES — TRANSYLVANIA COUNTY BOARD OF ELECTIONS

## BASIC QUALIFICATIONS

(NC § 163A-815)

- ◆ Registered voter and resident of Transylvania County and be at least 18 yrs. old by Election Day, or a student.
- ◆ Ability to read & write legibly
- ◆ Should be computer literate
- ◆ Cannot serve at the same precinct with a near relative
- ◆ Cannot hold elective office under:
  - ~ Government of United States
  - ~ Government of North Carolina
  - ~ Or any political subdivision
- ◆ Cannot be a candidate of nomination or Election, or their near relative
- ◆ Cannot hold any office:
  - ~ In a state, congressional district, county, or precinct political party or political organizations (includes executive members)
  - ~ Cannot be a manager or treasurer for any candidate or political party
- ◆ **TEAM PLAYER ATTITUDE!**

## CHIEF JUDGE DUTIES

- ◆ Acquire time off work to serve on Election Day
- ◆ Attend mandatory training class (paid \$20) and pick up required materials from BOE Office
- ◆ Leads precinct activities on Election Day
- ◆ Superior preparation of precinct before polls open and complete knowledge of training materials and all Election Day procedures for processing voters
- ◆ Follow specific instructions to access polling location for Election Day—obtain key on the Monday prior to ED if necessary; specific instructions are placed inside Chief Judge's materials and should be reviewed thoroughly, well in advance
- ◆ Must contact other judges for your precinct the weekend before Election Day to arrange a time to meet, assign tasks & coordinate meals, etc.
- ◆ On Election Day you are responsible for:
  - ⇒ All opening precinct procedures before 6:30am
  - ⇒ Appropriate conduct of all judges, all day
  - ⇒ All closing precinct procedures including:  
Voting machine shutdown, ensuring all judges stay to finish & prepare all paperwork as a team, Including assistants; secure building before leaving the polling place together
- ◆ Returning all supplies to BOE for check in

**Chief Judge Pay: \$ 252 + training**

## JUDGES DUTIES (Both Judges & Assistants)

- ◆ Acquire time off to serve on Election Day
- ◆ Attend mandatory training class (paid \$20)
- ◆ Assist Chief Judge & other Judges with all precinct duties on Election Day
- ◆ Contact BOE Office if your Chief Judge has not made contact with you by Monday prior to Election Day (884-3114)
- ◆ Be prepared Election Day—re-read training materials and know how to assist voters; arrive promptly by 5:30am ready to work, coordinate meals in advance, etc.
- ◆ Assist with opening the precinct for voters
- ◆ Responsible for good conduct, and knowing laws that apply & how machines operate
- ◆ Responsible for assisting Chief Judge settle any disputes that arise Election Day
- ◆ Assist with closing the precinct; packing up all supplies, shutting down machines, tabulating the votes, and signing all paperwork, and helping load everything into Chief Judges car to be returned
- ◆ Help secure the building & leave together

**Judge Pay:\$ 206 + training, Asst. Pay \$131 + training**

## Student Election Assistants

(NC § 163A—819)

- ◆ All basic qualifications & responsibilities are the same as for Judges and Assistants; except that a 17 yr. old Student Election Assistant does not have to be a registered voter in Transylvania County.
- ◆ Must be enrolled in a secondary educational institution or home school with an exemplary academic record as determined by the institution.
- ◆ Must submit signed recommendation of the principal or director of the secondary educational institution where enrolled.
- ◆ Must submit signed consent of a parent, legal custodian, or guardian (attached).
- ◆ Students may not act as Judges of the precinct in hearings conducted on election day, or be assigned as observers by party.
- ◆ Students own transportation is a plus; never know when replacements will be needed in other precincts election day
- ◆ The abilities to read & write legibly cannot be overstated as essential communication is vital; and data entry must be accurate.
- ◆ Training (\$20) is mandatory

**Student Asst. Pay : \$ 131 + training**