

Become A **POLLWORKER**



We are looking for
Civic-Minded
Citizens
To Work the Polls
On Election Day!

**Serve As An Election Official
For The
City of Virginia Beach
And You Will Be Paid
For Your Participation And Help!**

**Call or Visit:
757-385-8683**

www.VBGov.com/voter



Scan and email
contact information

**ELECTION OFFICIALS ARE PAID
\$140.00 EACH ELECTION AND
AN ADDITIONAL \$20.00 TO
ATTEND A SPECIALIZED 3-HOUR
TRAINING CLASS.**

**Tuesday, June 12, 2018
Primary Election (if held)**

**Tuesday, November 6, 2018
General Election**

REQUIREMENTS AND ESSENTIAL QUALIFICATIONS

REQUIREMENTS

- ✓ Must be a registered voter of the Commonwealth of Virginia.
- ✓ You cannot hold elected office or be the employee of an elected official.
- ✓ Must attend the November Election training session.
- ✓ Be able to speak, read and write English.
- ✓ You must choose a political party to represent so each precinct is staffed appropriately.

ESSENTIAL QUALIFICATIONS

- ✓ You must not engage in any political conversation with voters and/or fellow Election Officials. Communicate no bias or opinions on the election or candidates.
- ✓ You will need working knowledge of computers so that you can operate the Electronic Pollbooks to check in voters in addition to the ability to complete online training when provided.
- ✓ Must be able to follow directions, understand and operate the voting equipment once trained.
- ✓ Cannot conduct personal business within the polling location.
- ✓ Election Officials work for the Electoral Board and follow the guidelines and standards that lead to exceptional customer service for our citizens in helping them be successful voters on Election Day.
- ✓ Election Officials must maintain a “good reputation” with colleagues and voters in the precinct. Be courteous, professional and helpful to our voters.
- ✓ Must be willing to do what is necessary to maintain and secure voting environment.
- ✓ Wear appropriate attire (no blue jeans, workout clothes, t-shirts, or shorts).

PERFORMANCE STANDARDS

Chief Election Officers will observe the performance of assigned officers. They will communicate their concerns and provide the opportunity for corrective action. Certain circumstances may call for an Election Official to be asked to leave or removed before duties are complete. Any questionable performance by an appointed Election Official will be communicated to Voter Registration & Elections. Staff will review the situation and take one of the following actions: reassign to another polling location, not assigned for future election, or not recommend officer for reappointment. Officers not satisfied with action taken may appeal to the Electoral Board by emailing electiontraining@vbgov.com.

HOURS AND PLACEMENT

You must be available to work the entire Election Day. For security reasons, no exceptions are permitted. Arrive at the polling location at 5:00 a.m. and remain there until the election results have been reported, all paperwork has been completed and the polling place is returned to its original order (generally around 9:00 p.m.; for Presidential Election - 11:00 p.m.).

Whenever possible, you will be placed in your “voting” precinct. However, if there are no vacancies, you will be placed at a nearby precinct not more than 10 miles from your registered address or placed on a waitlist until there is availability. There is a possibility that we might ask you to change polling locations prior to Election Day in order to meet staffing requirements.

CANCELLATION / LATE / NO SHOW POLICY

We understand that unexpected obligations, work commitments and illnesses can affect your schedule. However, the sooner you notify Voter Registration & Elections, the better chance we have to find a replacement. Late cancellations and No Shows have a significant impact on a polling location.

CANCELLATIONS: Three (3) cancellations may put you on a waitlist and will only be placed after verbal confirmation of availability.

LATE: Arriving late not only reflects negatively on you but it also impacts the other Election Officials preparing to open the polls. Late arrival to a training class or on Election Day may result in you being waitlisted or your Election Official appointment being cancelled.

NO SHOW: If you fail to show up on Election Day, your Election Official appointment is automatically cancelled. Election Officials are considered “no shows” when they fail to cancel.