



## ***What is an Election Official?***

Election Officials work at the polls on Election Days to ensure that elections are run in an honest and well-organized manner. The City of Salem needs over 120 workers in its 11 precincts for each General Election.

## ***Who can be an Election Official?***

You are eligible if you:

- are a qualified Voter in the Commonwealth of Virginia
- 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.

## ***When are Election Days and what are the hours worked?***

General Elections are held each year on the first 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 Officials arrive at the assigned polling place at 5:00 a.m. on Election Days and must remain until results are called in to Election Central. Polling places are always open from 6:00 a.m. until 7:00 p.m.

## ***What type of people work as Election Officials?***

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 City of Salem residents. Overall, it is a highly diverse workforce.

## ***What do Election Officials do?***

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

- arriving at the polling place at 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 Poll Books
- instructing voters on the use of voting machines
- assisting handicapped voters as necessary
- tallying results, securing the voting machines, and closing the polling place.

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

## ***Will I work in my own polling place?***

Whenever possible, Election Officials 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 possibly fill in for previously-assigned Election Officials who are unable to serve.

Election Officials who work in a precinct other than their own must come to the office prior to Election Day to vote an Absentee Ballot.

Election Officials must work at least one General Election before being considered for Chief or Assistant Chief positions.

Precinct assignments and training schedules are mailed approximately four to six weeks prior to the election date.

## ***How do I apply?***

Complete the attached application and return it to the Electoral Board office at:

P.O. Box 203  
Salem, VA 24153

*For more information, contact the Voter Registration office in Salem at 375-3034.*

Yes! I want to serve The City of Salem as an  
Election Official

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City and ZIP

\_\_\_\_\_  
Home Phone                  Work Phone

\_\_\_\_\_  
Social Security Number (optional)

I would like to be appointed as an Officer of Election  
and agree to represent:

- Democratic Party                   Republican Party  
 I will represent either party

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 Salem City precinct.

- Yes    No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return completed application to:

Office of the Electoral Board  
P.O. Box 203  
Salem, VA 24153



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



Office of the Electoral Board  
19 E. Clay Street  
P.O. Box 203  
Salem, VA 24153  
540-375-3034 (voice)  
540-375-4052 (fax)

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**WORK AT**  
**THE POLLS**  
**ON**  
**ELECTION**  
**DAY!**

How to be an  
*Election Officer*  
in  
Salem, Virginia