



# ELECTION DAY OPPORTUNITY

General Election - Tuesday, 6 November 2018

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★ Election Officials needed for all Madison County Precincts

★ \$128 a day plus mileage over 5 miles

★ 17 years of age or older

★ Paid Training

Contact the Madison County Auditor's Office to become a Precinct Election Official

515-462-3914 or [skaster@madisoncoia.us](mailto:skaster@madisoncoia.us)



**MADISON COUNTY  
PRECINCT ELECTION OFFICIALS (PEO)**

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

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

Responsibilities include:

- Setting up polling place and voting equipment before polls open
- Verifying voters' qualifications
- Registering new voters
- Instructing how to cast votes
- Operating equipment which tabulate votes, verify voter qualifications, and assist disabled voters to cast ballots
- Completing paperwork and closing polls
- Delivering voted ballots and supplies to County Auditor's office after 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 since there are several workers per party in each precinct, and we may rotate workers between elections. You may decline to work an 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. Most likely you will be called to work in your own precinct, but you may be asked to work at a different precinct if needed elsewhere.

**REQUIREMENTS**

- Registered to vote in Madison County
- Registered as a Democrat, Libertarian or Republican (persons registered as No Party may be appointed as needed)
- Cannot be an opposed candidate on the ballot OR be closely related to any opposed candidate on the ballot
- Energy and stamina
- Enjoy people and service to others
- Willingness to attend training classes
- Willingness to accept a small payment for a BIG service

**TRAINING**

Training is provided before each Primary and General election and is approximately two and a half hours in length. Attendees are compensated for their time and mileage driven beyond five miles. Special training opportunities may be offered periodically to introduce new equipment or procedures.

**COMPENSATION**

Compensation is based on the type of election and length of shift worked although you may choose to volunteer your service.

Mileage is compensated for beyond five miles driven to and from training and the election day polling place. The County's mileage reimbursement rate is \$0.485 per mile.

Payment for working an election is issued two to four weeks following the election.

**WHEN ARE ELECTIONS HELD?**

Elections are always held on TUESDAY.

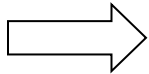
- **CITY & SCHOOL** Elections are combined and held on the first Tuesday after the first Monday in November of odd-numbered years. Polls are open 7AM to 8PM statewide.
- **PRIMARY** Elections are held on the first Tuesday after the first Monday in June of even-numbered years. Polls are open 7AM to 9PM statewide.
- **GENERAL** Elections are held on the first Tuesday after the first Monday in November of even-numbered years. Polls are open 7AM to 9PM statewide.
- **SPECIAL** Elections may be called anytime during the year and are 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 BECOMING A PRECINCT ELECTION OFFICIAL IN MADISON COUNTY, PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS BROCHURE AND RETURN IT TO THE AUDITOR'S OFFICE.**

Please contact the Auditor's Office at 515.462.3914 or [skaster@madisoncoia.us](mailto:skaster@madisoncoia.us) with any questions.

**See next page for the form to submit to the County Auditor.**



**PRECINCT ELECTION OFFICIAL INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PHONE 1 \_\_\_\_\_  
2 \_\_\_\_\_

EMAIL \_\_\_\_\_

PRECINCT \_\_\_\_\_

Retired?      YES      NO

**PLEASE MARK ALL WHICH APPLY:**

- 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 can work a half day only, indicate your preference below. Otherwise, leave this box blank.  
I can work only a half 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 MADISON COUNTY:**

I am registered to vote and am affiliated with the  
 Democrat Party       Libertarian Party  
 Republican Party       Other or No Party

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

**DETACH AND RETURN TO:**  
Madison County Auditor  
& Commissioner of Elections  
PO Box 152, Winterset IA 50273

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



This brochure explains how you can become a Precinct Election Official for Madison County, Iowa.

**Heidi L. Burhans**  
**Madison County Auditor**  
**& Commissioner of Elections**

112 N John Wayne Drive, PO Box 152  
Winterset IA 50273  
515.462.3914

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