

To be appointed as an Officer of Election in Middlesex County, you must:

- Be a qualified voter of the Commonwealth of Virginia
- File an OATH with General Registrar's office
- Be committed to the electoral process
- Available to serve the entire time the polls are open on Election Day.

Helpful traits to have include good communications skills, high energy level, enjoy being with people, detail oriented and patience. Computer skills are also valuable!

The Middlesex County Electoral Board is responsible for conducting elections in our county and in the Town of Urbanna. The County of Middlesex has 5 districts and currently operates 7 voting precincts.

Officers of Election serve during each election held in the county representing the Democratic and Republican parties.

Hours to Work: 5.00 a.m. to 8:00 p.m. (or later)

- The polls are open from 6.00 a.m. to 7.00 p.m.
- All Officers of Election must report to the polls at 5:00 a.m. and remain until results are reported to the Middlesex County Electoral Board after the polls close.
- ½ day shifts are available if you have a shift partner.

AM Shift - 5.00 a.m. to 1:00 p.m.

PM Shift - 12.00 p.m. to 8:00 p.m.

Virginia law prevents your employer from not allowing you to take time off if you are assigned to work at the polls, or to charge you sick or vacation leave to work at the polls, provided you have given your employer reasonable notice. How "reasonable notice" is defined is up to your employer. Most employers are very supportive of people selected to work at the polls. This statute is the Code of Virginia, §24.2-118.1.

Where to Work:

- Every effort is made to assign Officers of Election to the polling place in which they vote or as close to their home as possible.

Payment:

- Compensation for your services current rates are \$110.00 for each full day of service, \$55.00 for each half day and \$20.00 for attending the training session.

Training:

- All officers are required to attend training at an appropriate time before each November general election.
- Officers may be required to attend additional instructional training to receive the most up-to-date information available to assist them in their duties at the polls.

Responsibilities:

- Setting up and closing the polls.
- Check photo IDs and check names on the electronic poll book.
- Issuing ballots to voters.
- Provide assistance and instructions in using the voting equipment.
- Tabulate the results at the close of the polls.
- Overseeing election procedures to ensure a fair and impartial election.