


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 taking on the responsibility of becoming a Precinct Election Official (PEO), in Dubuque County, Please complete the information area on the back of this brochure and mail or deliver to the Elections Office.

If you have questions, you may call the Elections Office at **563-589-4457**. Or email at [elections@dubuquecounty.us](mailto:elections@dubuquecounty.us)



See next page for an information form to submit to the Elections Office. 



## **PRECINCT ELECTION OFFICIAL INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PHONE # DAYTIME \_\_\_\_\_

EVENING \_\_\_\_\_

CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

RETIRED (YES / NO)

### **PLEASE MARK ALL THAT APPLY BELOW:**

- I will work only in my precinct
- I will work outside my precinct if needed
- I will consider a chair position
- I have worked elections before
- I am comfortable using a computer

### **YOU MUST BE REGISTERED TO VOTE TO BE A PRECINCT ELECTION OFFICIAL**

I am registered and affiliated with the:

- Democrat Party
- Republican Party
- No Party

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

**DETACH AND RETURN TO:  
Dubuque County Elections  
PO Box 5001  
Dubuque, IA 52004-5001**

**SERVE YOUR COMMUNITY BY  
BECOMING A..**



**Be Involved in the Election Experience!**

**THIS BROCHURE PROVIDES INFORMATION ON  
HOW TO BECOME A PRECINCT ELECTION  
OFFICIAL FOR DUBUQUE COUNTY**

**DUBUQUE COUNTY AUDITOR &  
COMMISSIONER OF ELECTIONS  
720 CENTRAL AVE., P.O. BOX 5001  
DUBUQUE, IA 52004-5001**

563-589-4457

[elections@dubuquecounty.us](mailto:elections@dubuquecounty.us)  
[www.dubuquecounty.org](http://www.dubuquecounty.org)



## **What does an Election Official do and how do I get started?**

The duties in each Precinct are shared among three to eight officials depending on the expected number of voters at the polling place for a particular election. The responsibilities include:

- Setup the polling place before opening
- Setup the voting equipment including laptop computers, OVO & OVI tabulation machines
- Operate the Express Voter computer program for processing voters and verifying voter qualifications
- Register new voters
- Instruct voters how to cast their votes
- Assist disabled voters to cast their ballots
- Complete paperwork, clean up and close the polling area.

### **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.

As a member of the Election Board, you may be called upon to work in any election that may be held in the county. You will most likely be called to work in your own Precinct. However, you may be asked to work at a different precinct if needed elsewhere. If you decline to

work three or more consecutive times without a specific reason, you may be subject to removal from the Precinct Election Official selection pool.



### **Requirements**

- Registered to vote in Dubuque County
- Be affiliated with the Democrat or Republican Party although persons not affiliated with a political party may be appointed
- Not be a candidate with opposition, or closely related to any opposed candidate on the ballot
- Have energy, stamina and possess good reading and listening skills
- Enjoy people and service to others.
- Have computer experience
- Willing to attend computer training and school of instruction classes.
- Willing to accept small payment for a BIG service



### **Training**

A computer training course and School of Instruction is provided before each election. The School of Instruction is held the Thursday and Friday before the following Tuesday election. Computer training classes are held 2 to 3 weeks before an election. Typically, these classes are offered at different times to accommodate various schedules.

Attendance is required before a Primary or General election and attendees are compensated for their time and mileage. Special training opportunities may be offered periodically to introduce new equipment.



### **Compensation**

Precinct Election Officials are currently paid \$165.00 per day. Co-Chairs are paid \$180.00 per day (Co-Chair positions assigned only when using paper registers) and Chairpersons are paid \$185.00 per day. These rates are for full day elections.

Mileage is paid for PEO's to attend computer training and school of instruction. Mileage is also paid to and from the polling place if working outside your Precinct. Mileage reimbursement is paid at the federal rate.



### **When are elections held?**

**Elections are always held on Tuesday.**

- **School Elections** are held on the second Tuesday in September in odd numbered years. Polls are usually open at 7 a.m. to 8 p.m. School districts indicate their preference and may open at noon.
- **City Elections** are held on the first Tuesday after the first Monday in November of odd numbered years. Polls are usually open from 7 a.m. to 8 p.m. Smaller cities may choose to open at noon.
- **Primary Elections** are held on the first Tuesday after the first Monday in June of even numbered years. Polls are open 7 a.m. to 9 p.m. statewide.
- **General Elections** are held on the first Tuesday in November of even numbered years. Polls are open from 7 a.m. to 9 p.m. statewide.
- **Special Elections** may be called at any time during the year and held on Tuesday.