

DEKALB COUNTY
ELECTION WORKER
RECRUITMENT GUIDE



Dekalb County Election Commission
1 Public Square, Room 104
P.O. Box 543
Smithville, TN 37166
Phone: 615-597-4146
Fax: 615-597-7799
Office hours 8 a.m. until 4 p.m.
Monday through Friday

Visit our Website: www.dekalbelections.com

QUALIFICATIONS

- Must be a citizen.
- Resident of DeKalb County and a registered voter in the county.
- Must be able to attend training classes, learn and participate.
- Must be able to work all day from 7 a.m. until approximately 7:30 p.m. on Election Day (or until poll closing is complete)
- Have a minimum of a High School education.
- Workers may not be elected officials, govt. employees or candidates.

HOW DO I GET THE JOB?

Election Workers are appointed by the members of the DeKalb County Election Commission.

ELECTION DAY CHECKLIST

- Expect to arrive 1 hour before the polls open and be prepared to stay until the results are printed and supplies packed.
- Wear comfortable clothing. Campaign buttons or other political items are not allowed in the polling place.
- Discussion of politics is not allowed.
- Arrange for enough food and drinks for the day.
- If you have to leave your post to take a break, the person taking your place must understand how to perform your duties.

JOB DESCRIPTIONS

- Officer—the officer is in charge of the polling place and has the responsibility of making sure all rules are followed and paperwork is completed. The officer picks up and returns the supplies and voting machines to the election office.
- Machine Operators/Judges—are responsible for getting the voting machine set up and give assistance to voters. Judges also settle any disputes that arise at the polling place.
One judge serves as an application clerk and checks identification of voters.
- Registrars—are in charge of the signature list. Make sure that everyone that votes signs the signature list.

Election officials may serve at any precinct in the county. If they are appointed outside their regular precinct, they will need to vote early.

Compensation for officers is \$120. Other official's rate of pay is \$100.

All polling place officials must work under the direction of the officer.



TO VOLUNTEER

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P.O. Box 543
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615-597-4146

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NAME _____

ADDRESS _____

DATE OF BIRTH _____

PHONE NUMBER _____

REFERENCES _____

