Chief Judge

The Chief Judge is the head official and is in charge of contacting the voting location and the other officials to make arrangements for each election. The Chief Judge is responsible for handling Election Day activities, assigning duties, solving problems, and accountable for certification of the Election results from their precinct. This individual is also responsible for picking up Election Day supplies prior to each election and returning all supplies after the polls close. The Chief Judge must study and be knowledgeable of all election laws, procedures and materials. Mandatory instructional training will be provided for each election. **Two year appointment from August to August of odd-numbered years.**

Judges

The Judges work closely with the Chief Judge. They must study and be knowledgeable of all election laws, procedures and materials. All Precinct Judges must sign all official documents and serve as a quasi-judicial body to solve any challenges. Precinct Judges must be accountable for the certification of Election results from their precinct. Mandatory instructional training will be provided for each election. **Two year appointment from August to August of odd-numbered years.**

Assistants

The Assistants serve when needed and at the direction of the Chief Judge. They will serve as greeters, machine attendants, curbside attendants, etc. They may be required to attend instructional training for each election. **Election Day appointments only**

HOW DO I BECOME A PRECINCT OFFICIAL?

Precinct Officials can be recommended by the political parties and are appointed by the county board of elections. If interested in becoming a Precinct Official or need more information, please contact the party Chair of your particular political party or Craven County Board of Elections. You may also complete and send in the application on the other side of this brochure.

Precinct Election Officials are currently compensated. Election Day is currently on a Tuesday. Polls open at 6:30 a.m. and close at 7:30 p.m.

RESPONSIBILITIES

A. Qualifications

- Registered voter in Craven County and resident of the voter tabulation district appointment (may be non-resident temporary appointment)
- Able to read and write and Of good repute
- **Computer literate**
- Conduct themselves in a professional, politically impartial, and friendly manner
- Be sensitive to voters with special needs
- Not an elective office-holder, candidate for nomination or election, holds an office in state, congressional district, county or precinct political party or organization, or a manager or treasurer for any candidate or political party
- Not a spouse, father, mother, son, daughter, brother, or sister of any candidate for nomination or election
- Can not serve simultaneously with spouse, child, spouse of a child, or sibling

B. Commitment

- **To be at all Primary, General, & Special elections during the term of appointment (Two years)**
- To be a part of mandatory training sessions for all elections during the term of appointment as prescribed by law
- Take an Oath of Office
- Inform CCBOE if: 1. A relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which the official is scheduled to serve. 2. Related to another precinct official in the same polling site. **Near relatives prohibited are parent, sister, brother, child, spouse, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandparent, grandchild, stepchild, stepparent, and legal guardian of the precinct official.** 3. Unable to serve on Election Day (due to an emergency, health issues or a move out of county.)

⇒ All precinct officials must be at their voting location at least by 5:45 a.m. and **must remain there until all votes have been counted and documents signed,** unless other duties have been assigned to particular individuals

⇒ No campaign or political buttons, jewelry, or other material can be worn by precinct election officials & discussion of politics of any kind is NOT permitted while working as a precinct election official during any election day

CRAVEN COUNTY BOARD OF ELECTIONS

Precinct Official Appointment Guide

Craven County

1712

Add your name to the List.

Be a part of the Election process!

Return completed form on back to:

Craven County Board of Elections
406 Craven Street
New Bern, NC 28560
(T) 252-636-6610
(F) 252-636-6687
Email:
cravenboe@cravencountync.gov

Visit our Website:
www.cravenvote.com

CRAVEN COUNTY BOARD OF ELECTIONS PRECINCT OFFICIAL APPLICATION

I am applying for the position of:
(Check all that apply)

- ☐ Chief Judge
- ☐ Judge
- ☐ Assistant
- ☐ One-Stop Official

See info page for more details on individual positions.

Legal Last Name	Legal First Name	MI

Nickname (*name you may go by*)	Date of Birth	Gender ☐ M ☐ F

Home Address

Mailing Address *(if different)*

Home Phone #	Cell Phone # Can we text you? ☐ Yes or ☐ No

Party Affiliation
- ☐ Democrat
- ☐ Republican
- ☐ Libertarian
- ☐ Unaffiliated
- ☐ Green
- ☐ Constitution

Email Address

Which method do you prefer? ☐ Mail or ☐ Email

Please check the appropriate box for each item:

How did you hear about becoming a precinct worker for Craven Co.?

Section A.

I will be able to attend a 3-hour or more training session : ☐ Day ☐ Evening ☐ Either YES☐ NO ☐
I have my own transportation to and from a polling place on Election Day: YES ☐ NO ☐
I am willing to work outside of my precinct: ***If YES how far would you be willing to travel?_____miles*** YES☐ NO ☐
I am available to work from 5:30 a.m. to at least 8:30 p.m. on Election Day and shall stay the whole day: YES☐ NO ☐
I am able to lift 20 lbs: YES☐ NO ☐
I understand I will be required to assist in my precinct on the eve of the election: ***(approx. 2 hours)*** YES☐ NO ☐
I am currently over the age of 18 (if not, see Student Election Assistant Application): YES☐ NO ☐
I currently own or use a smartphone: YES☐ NO ☐
I have basic computer skills and would be available to use a computer if necessary: YES ☐ NO ☐
I use a computer: ☐ Everyday ☐ Once a week ☐ Once or twice a month ☐ Never
Check the technology equipment that you are comfortable with: ☐ Laptop ☐ Printer ☐ USB Drive ☐ Tablet

Section B. (if applying for One-Stop position)

I am available to work weekdays during the one stop period; Calendars will be sent out to indicate days. YES ☐ NO ☐
I am available to work Saturdays/Sundays if needed. YES ☐ NO ☐
I understand I have to stay the whole day and cannot leave except in an emergency YES ☐ NO ☐
I understand I shall attend additional training YES ☐ NO ☐
Which station do you prefer to work during the one stop period:
☐ Voter Check-In (computer) ☐ Help Desk(Computer) ☐ Ballot ☐ Exit ☐ Greeter ☐ Curbside ☐ Supervisor ☐ Any
If we decide to do shifts, which shift do you prefer to work during the one stop period: ☐ Morning (til 1 pm) ☐Afternoon ☐Any ☐ All Day

NOTICE TO APPLICANT—PLEASE READ BEFORE YOU SIGN BELOW:

Persons appointed to these positions must be registered voters and residents of the county, of good repute, and able to read and write. Not more than one judge in each precinct shall belong to the same political party as the chief judge. No person shall be eligible to serve as a precinct official who is a candidate for nomination or election. No person shall be eligible to serve as a precinct official who holds any office in a state, congressional district, county or precinct political party or political organization, or who is a manager or treasurer for any candidate or political party, provided however that the position of delegate to a political party convention shall not be considered an office for the purpose of this subsection. The following categories of relatives are prohibited from serving as officials of the same precinct: spouse, child, spouse of a child, sister or brother. No precinct official who is the wife, husband, mother, father, son, daughter, brother or sister of any candidate for nomination or election may serve as precinct official during any primary or election in which such candidate participates. The Board of Elections may remove you as a precinct official for misbehavior or neglect of duty.

Applicants Signature: _____ Date:_____

For Office Use Only

Precinct:_____ Party:_____ Precinct assigned _____ Date Received:_____ Additional Notes:_____