

## 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.
- ⇒ 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 on Election Day.

# CRAVEN COUNTY BOARD OF ELECTIONS

Craven County



## **Precinct Official Appointment Guide**

**BECOME A PRECINCT OFFICIAL  
& BE A PART OF THE PROCESS!**

**Return completed form inside this  
brochure 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](http://www.cravenvote.com)**

# PRECINCT OFFICIAL APPLICATION

**CRAVEN COUNTY  
 BOARD OF ELECTIONS  
 406 CRAVEN STREET, NEW BERN, NC**

|   |  |
|---|--|
| Legal Last Name   |  |
| Legal First Name  |  |
| MI  | Nickname <i>(name you may go by)</i>   |
| Date of Birth   | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F  |
| Home Address<br><hr/>   |  |
| Mailing Address <i>(if different)</i><br><hr/>  |  |
| Home Phone #  |  |
| Cell Phone #  |  |
| Can we text you? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |
| Email Address   |  |
| Which method do you prefer? <input type="checkbox"/> Mail <input type="checkbox"/> Email  |  |
| I am applying for the position of: (Check all that apply)<br><input type="checkbox"/> Chief Judge<br><input type="checkbox"/> Judge<br><input type="checkbox"/> Assistant<br><input type="checkbox"/> One –Stop Official<br><br><i>See info page for more details on individual positions</i> | <b>Party Affiliation</b><br><input type="checkbox"/> Democratic<br><input type="checkbox"/> Republican<br><input type="checkbox"/> Libertarian<br><input type="checkbox"/> Unaffiliated<br><input type="checkbox"/> Green<br><input type="checkbox"/> No Label |
| How did you hear about becoming a precinct worker for Craven Co.? _____   |  |

**Please check the appropriate box for each item:**

**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:     YES     NO  
*If YES how far would you be willing to travel? # OF \_\_\_\_\_ miles*  
 I am available to work from 5:30 a.m. to at least 8:30 p.m. on Election Day and shall st     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:     YES     NO  
*(approx. 2 hours)*  
 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 Driver    Tablet

**Section B. (if applying for One-Stop Early Voting 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     DS200     Greeter     Curbside     Supervisor     Any

**One-Stop days are 10-12 hours a day-Are you able and willing to work two days in a row?:     YES     NO**

**NOTICE TO APPLICANT¾PLEASE 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: \_\_\_\_\_