

## PRECINCT OFFICIAL APPOINTMENT INFORMATION

**PRECINCT OFFICIAL POSITIONS:** Each precinct is appointed one Chief Judge and two Judges. Appointments are made in August of odd-numbered years and last for two years. The Chief Judge and one Judge are typically the party of the sitting Governor, and the other Judge is the opposite (Republican or Democrat). Assistants are appointed each election as needed. Every official is considered a Montgomery County employee and will be required to complete all New Hire forms and provide an NC Driver's License/NC ID and a social security card. All officials must be registered voters of the county, of good repute and may not hold elective office under the government of the United States, North Carolina, Montgomery County, or any political subdivision. Election officials are required to take mandatory training prior to each election and must have technical knowledge at a level to work all computers, printers and voting equipment.

<b>Chief Judges</b> Paid \$11.00/hr	Manages all precinct functions, including but not limited to, all appointed officials, assigning job duties, security and transport of voting materials and equipment. Manages precinct supplies, set up and take down of precinct. Responsible for ensuring accuracy with all voting procedures. (1 Chief Judge needed per precinct)
<b>Judges</b> Paid \$10.00/hr	Assists Chief Judge with all necessary forms and paperwork, challenges, protests, Provisional Voters, etc.. Must be capable of filling in for the Chief Judge in case of emergency. (2 Judges needed per precinct)
<b>Assistants</b> Paid \$10.00/hr	Must be able to comfortably work on a computer, printer, print reports and change ink cartridges. Assists with curbside voting and assists with ballot counts in Presidential Elections. (2 Assistants needed per precinct).
<b>Emergency Assistants</b> Paid: \$9.00/hr	Works when an emergency situation arises that causes an appointed official to be unable to fulfill his/her duties. These positions may be filled by Unaffiliated officials as well as party specific officials. Emergency Assistants must attend training classes for all stations but will only be used on an "On Call" basis. (No limit on emergency assistants needed)

**ELECTIONS OFFICE ASSISTANTS:** Office assistants are often needed to assist Board of Elections staff in preparation of an election and on Election Day(s). Most of these positions are non-partisan and require technical and customer service knowledge. Some positions may require some heavy lifting, bending and stooping for long periods of time. Professionalism is a must.

<b>Early Voting Workers</b> Paid 10.00/hr	Appointed by election as needed. Technical knowledge is required at a level to work all voting stations and equipment, including data entry. Must have some customer service knowledge and able to work flexible hours during the am/pm for at least two weeks prior to an election. Must attend paid mandatory training classes. (5-6 officials needed for each Early Voting site)
<b>Rovers</b> Paid: \$10.00/hr	Assists with technical and supply issues at the precinct level and in the office on Election Day and Night. Some travel may be required. Mileage will be paid for travel between precincts. Must have cell phone. Some heavy lifting may be required along with bending and stooping for long periods of time. May be required to help with supply check-in on Election Night, accounting of ballots and securing all equipment. (1 Rover needed per election)
<b>Office Assistants</b> Paid: \$10.00/hr	Appointed by elect by Board of Elections staff to provide Election Day support to the precincts, the public and office staff. Technical knowledge at a level to search a database, troubleshoot, transfer calls and take messages. Data entry and basic office skills are a must. Office training will be provided. Must attend paid precinct training classes. (1 Office Assistant needed per election cycle)