

## ARE YOU INTERESTED???

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Please complete and mail/return to:  
Duplin County Board of Elections  
P.O. Box 975  
160 Mallard Street  
Kenansville, N.C. 28349

- Yes, I am interested in being considered for:
- Chief Judge
  - Judge
  - Clerk

- No, please remove my name from the precinct official contact list.

Name
Address
Home Phone:
Alternate Phone:
Email:
Political Party:
Voting Precinct:
Signature
Date:
Any previous experience? Yes or No

Duplin County Board of Elections  
P.O. Box 975  
Kenansville, N.C. 28349

# RECRUITING GUIDE FOR PRECINCT ELECTION OFFICIALS

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Duplin County Board of Elections  
160 Mallard Street  
P.O. Box 975  
Kenansville, N.C. 28349

Voice (910) 296-2170  
Fax (910) 296-2167

Email: Duplin.boe@ncmail.net

Website: [www.duplincountync.com/governmentOffices/boardofElections.html](http://www.duplincountync.com/governmentOffices/boardofElections.html)

## QUALIFICATIONS

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“Persons appointed...must be registered voters and residents of the county in which the precinct is located, of good repute, and able to read and write.”

“No person shall be eligible to serve as a precinct official...who holds an elective office under the government of the United States or of North Carolina or any political subdivision there of.”

“No person shall serve...who is a candidate for nomination or election.”

“No person shall be eligible...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...a precinct official can be a delegate to a political party convention.”

Reference: NCGS §163-41

## HOW APPOINTED

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Precinct election officials may be recommended by the political parties and are appointed by the Board of Elections for a two-year term, beginning in August of odd-numbered years and every two years thereafter.



## CLASSIFICATIONS

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Each voting place is staffed with a Chief Judge, two Judges, and allotted Clerks.

### Chief Judges

The Chief Judge is appointed by the Board of Elections based on both political party and staff recommendations. The Chief Judge is the head official and is in charge of contacting the voting place custodian and the other officials to make arrangements for each election. The Chief Judge is also responsible for handling Election Day activities, as well as picking up and returning Election Day supplies, before and after each election. In general, the Chief Judge is the primary contact/coordinator/liaison between the Board of Elections office, polling place facility managers, and other precinct election officials.

### Judges

The two Judges represent each political party respectively. The Judges work closely with the Chief Judge and are responsible for conducting the election in the Chief Judge's absence. They must sign all official documents and serve on a panel to resolve any challenges. All other duties are assigned by the Chief Judge.

### Clerks

The clerks serve when needed and at the discretion and direction of the Board of Elections and Chief Judge. The Board of Elections strives to assign clerks to their registered precincts; however clerks can be transferred to serve other precincts under the discretion of the Board of Elections. Clerks should represent both parties, while maintaining racial diversity whenever possible.

## SPECIAL INFORMATION

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There are approximately five elections scheduled in each two year term. This does not include special referenda, bond elections, or ABC elections. The Chief Judge and two Judges are required to work each election. Clerks are allotted when needed.

- ✓ On the day before the elections, all precincts should be set up and equipment checked
- ✓ Elections are always held on Tuesdays
- ✓ All officials must be in the voting place at 6:00 a.m. and remain until all votes have been counted and documents signed.
- ✓ NCGS §163-47 requires all officials to remain at the voting place for the entire day. No precinct election officials may leave the voting place, except in extreme emergencies.
- ✓ All polls open from 6:30 a.m. until 7:30 p.m.
- ✓ NCGS §163-46 requires all officials to attend training sessions conducted by the Board of Elections, prior to each major primary and general election.

## COMPENSATION

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Training	\$15.00 per session
Chief Judges	\$10.6731 /hr
Judges	\$ 9.4764 /hr
Clerks	\$ 9.4764 /hr