

**Is this a volunteer position?**

No, Election Officers get paid for their services. Please note: You must fulfill Federal I-9 employment eligibility requirements.

Chief Officer.....\$200  
Assistant Chief Officer.....\$150  
Election Officer.....\$100

**What are the hours of service?**

Election Officers arrive at the polling place at 5:00 a.m. and remain until all work is completed after the close of polls. **The polls are open from 6 a.m. to 7 p.m.**

**Where will I be working?**

Whenever possible, Election Officers are assigned to their "home" precinct. However, if there are no vacancies at your polling place, you may be assigned to a nearby precinct. Unassigned officers are asked to serve as "stand-bys" to fill in for scheduled officers who cannot serve.

**What will my duties be on Election Day?**

- Arrive at the polling place at 5:00 a.m. and remain until all assigned duties have been completed.
- Set up voting equipment and prepare the polling place for voting.
- Process voters by checking names against a list of registered voters.
- Admit voters to voting machines.
- Tally results.
- Close the polling place.
- In addition, the Chief Officer is responsible for returning materials to the Government Center on election night.

**Another interesting opportunity is working in the Central Absentee Precinct (CAP).**

- Officers work in teams to process mailed-in absentee ballots using optical scan voting equipment.
- Check names of voters against lists of absentee ballot applicants.
- Tally results of mailed-in and in-person absentee ballots.
- No standing is required.
- Absentee results are reported at the end of the night and are included in the unofficial results for the county.

**What training is required?**

Each election officer is required to attend training provided by the Office of Elections. Chief and Assistant Chief election officers are required by the Code of Virginia, § 24.2-115, to attend training prior to every election in which they serve. Classes, lasting about 2 hours, are held in mid-October at several locations around the county. Additional classes are held prior to special and primary elections. Training class schedules are made available online prior to elections.

**When are elections scheduled?**

- General Elections are held each year on the Tuesday following the first Monday in November.
- If primaries are called by the political parties, they are held on the second Tuesday in June.
- Town elections are held on the first Tuesday in May (Clifton, Herndon and Vienna).
- Special elections are scheduled as necessary.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City Zip + Four

(\_\_\_\_\_)\_\_\_\_\_  
Home Phone

(\_\_\_\_\_)\_\_\_\_\_  
Work Phone/Cell Phone **(MUST CIRCLE ONE)**

\_\_\_\_\_  
Last 4 digits of Your Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
E-Mail Address

On Election Day, I would like to work at:  
 My Precinct  A Nearby Precinct  
 CAP(Central Absentee Precinct)  
 Where Needed Most

On Election Day, I would like to represent:  
**(Must Check One)**  
 Democratic Party  Republican Party

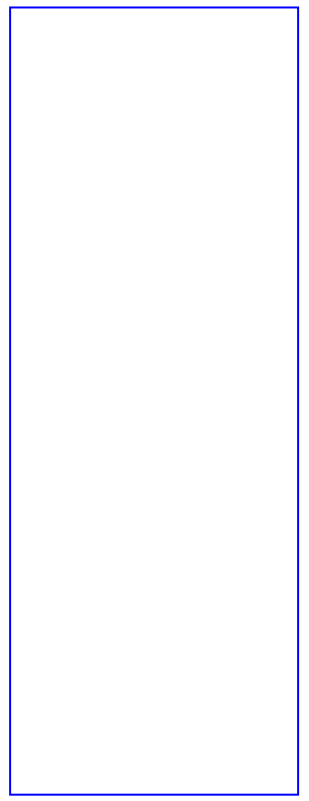
Independent Party (May not serve as Chief or Assistant Chief)

In addition to fluency in English (required), I am also fluent in the following languages (please specify). \_\_\_\_\_

I do not hold elective office, paid or unpaid, under the government of the United States, Virginia, or any Virginia county, city or town, and am not the deputy or employee of an elected official.

\_\_\_\_\_  
Signature Date

For your convenience there is a return address on the reverse side to use to return the form.



HERE  
HE FOLD  
FOLD

Fairfax County Office of Elections  
12000 Government Center Parkway Suite 323  
Fairfax Virginia 22035

PLACE STAMP  
HERE

FAIRFAX COUNTY OFFICE OF ELECTIONS  
PO BOX 10161  
FAIRFAX VA 22038-8061

ATTN: Election Officer Coordinator

*Fairfax County Office of Elections  
Fairfax County, VA*



*Serve Your Community,  
Serve as an Election Officer*

Work At the Polls on Election Day!  
How to be an Election Officer in Fairfax County, VA

Dear Registered Voter,

On Election Day, more than 3,000 of your neighbors serve the voters in Fairfax County by working as Election Officers. You can be one of that number. As an Election Officer at one of our polling places, you would play an active role in ensuring the on-going success of the electoral process.

We need dedicated individuals who take pride in their work, are patient and enjoy working with people, and who take direction well and are detail-oriented. You may be just the person we are looking for!

What are the requirements to be a poll worker?

- Be a registered voter in the Commonwealth of Virginia.
- Fulfill Federal I-9 employment eligibility requirements.
- Enjoy meeting people and serving the public.
- Be able to take direction, pay attention to detail and not be easily distracted.
- Be available to work the entire day on Election Day.
- For more information on becoming an election officer, please visit our website at:

[www.fairfaxcounty.gov/eb](http://www.fairfaxcounty.gov/eb)

Please read the enclosed information, complete the application and return to us using the self-mailer.

Thank you for your interest in serving as a Fairfax County Election Officer. The Office of Elections greatly appreciates those citizens who help us make our elections work.



Fairfax County Office of Elections  
12000 Government Center Parkway, Suite 323  
Fairfax, VA 22035  
To request reasonable ADA accommodations, call the Electoral Board at  
Telephone: 703-324-4735 Fax: 703-324-4706  
TTY: 711 (Virginia Relay)

E-mail: [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov) Web: [www.fairfaxcounty.gov/eb](http://www.fairfaxcounty.gov/eb)

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