

**PRECINCT OFFICIAL QUALIFICATIONS & RESPONSIBILITIES — TRANSYLVANIA COUNTY BOARD OF ELECTIONS**

**BASIC QUALIFICATIONS**

(NC § 163-41)

- ◆ Registered voter and resident of Transylvania County and be at least 18 yrs. old by Election Day, or a 17 yr. old student.
- ◆ Ability to read & write legibly
- ◆ Should be computer literate
- ◆ Cannot serve at the same precinct with a near relative
- ◆ Cannot hold elective office under:
  - ~ Government of United States
  - ~ Government of North Carolina
  - ~ Or any political subdivision
- ◆ Cannot be a candidate of nomination or Election, or their near relative
- ◆ Cannot hold any office:
  - ~ In a state, congressional district, county, or precinct political party or political organizations (includes executive members)
  - ~ Cannot be a manager or treasurer for any candidate or political party

◆ **TEAM PLAYER ATTITUDE!**

**CHIEF JUDGE DUTIES**

- ◆ Acquire time off work to serve on Election Day
- ◆ Attend mandatory training class and pick up required materials from BOE Office
- ◆ Leads precinct activities on Election Day
- ◆ Superior preparation of precinct before polls open and complete knowledge of training materials and all Election Day procedures for processing voters
- ◆ Follow specific instructions to access polling location for Election Day—obtain key on the Monday prior to ED if necessary; specific instructions are placed inside Chief Judge’s materials and should be reviewed thoroughly, well in advance
- ◆ Must contact other judges for your precinct the week before Election Day to arrange a time to meet, assign tasks & coordinate meals, etc.
- ◆ On Election Day you are responsible for:
  - ⇒ All opening precinct procedures before 6:30am
  - ⇒ Appropriate conduct of all judges & observers
  - ⇒ All closing precinct procedures including:  
  
Voting machine shutdown, ensuring all judges stay to finish & prepare all paperwork as a team, Including assistants; secure building before leaving the polling place together
- ◆ Returning all supplies to BOE for check in

**Chief Judge Pay: \$ 252 + training**

**JUDGES DUTIES**  
**(Both Judges & Assistants)**

- ◆ Acquire time off to serve on Election Day
- ◆ Attend mandatory training class
- ◆ Assist Chief Judge & other Judges with all precinct duties on Election Day
- ◆ Contact BOE Office if your Chief Judge has not made contact with you by Monday prior to Election Day (884-3114)
- ◆ Be prepared Election Day—re-read training materials and know how to assist voters; arrive promptly by 5:30am ready to work, coordinate meals in advance, etc.
- ◆ Assist with opening the precinct for voters
- ◆ Responsible for good conduct, and knowing laws that apply & how machines operate
- ◆ Responsible for assisting Chief Judge settle any disputes that arise Election Day
- ◆ Assist with closing the precinct; packing up all supplies, shutting down machines, tabulating the votes, and signing all paperwork, and helping load everything into Chief Judge’s car to be returned
- ◆ Help secure the building & leave together

**Judge Pay:\$ 206 + training, Asst. Pay \$151 + training**

**Student Election Assistants**  
(NC § 163-42.1)

- ◆ Be a United States citizen.
- ◆ All basic qualifications & responsibilities are the same as for Judges and Assistants; except that a 17 yr. old Student Election Assistant does not have to be a registered voter in Transylvania County.
- ◆ Must be enrolled in a secondary educational institution, including a home school as defined in G.S. 115C-563(a), with an exemplary academic record as determined by that institution.
- ◆ Must submit signed recommendation of the principal or director of the secondary educational institution where enrolled.
- ◆ Must submit signed consent of a parent, legal custodian, or guardian.
- ◆ Students may not act as Judges of the precinct in hearings conducted on election day, or be assigned as observers by party.
- ◆ Students own transportation is a plus; never know when replacements will be needed in other precincts election day
- ◆ The abilities to read & write legibly cannot be overstated as essential communication is vital; and data entry must be accurate.
- ◆ Training is mandatory

**Student Asst. Pay : \$ 151 + training**