



# NORTH CAROLINA

## State Board of Elections

# Precinct Official Description & Guidelines

---

### **NATURE OF WORK:**

The precinct official plays a critical role in a successfully-run election. This individual is the face of the election to the voters and is the first to handle problems that may occur. Serving as a precinct official requires an impartial, calm approach to handling highly-stressful situations.

Election Day is a long day for precinct officials. The day begins before the polls open at 6:30 a.m. and extends through the closing procedures and cleanup after the polls close at 7:30 p.m. Precinct officials oversee voting activity at the polling place for the entire day, while ensuring that they interact with the public in an impartial and professional manner. Precinct officials must be able to quickly assess situations and formulate solutions to ensure smooth operations at the polling place. They also enforce electioneering restrictions outside the polling place to ensure that voters have clear access. Following the election, the County Board of Elections may call upon precinct officials to help in the reconciliation process or account for problems they encountered.

Mandatory training is vital to the success of every precinct official. The County Board of Elections works diligently to ensure that comprehensive and convenient training opportunities are available for those who have taken up the responsibility of serving their community in this role.

### **DUTIES AND RESPONSIBILITIES:**

- Be a registered voter living within the precinct;
- Must not hold any elective office or be a candidate for election, OR hold any office in a state, congressional district, county or precinct political party/organization, OR be the treasurer/manager of such party/organization;
- Be of good moral character;
- Be able to read, write, and decipher information provided by voters;
- Be able to attend or observe all required training sessions (some training sessions will be in-person while some training may be available online); and
- Be available for any post-election matters where the precinct official is needed, such as recounts, audits, or election protests.

### **FREQUENTLY USED KNOWLEDGES, SKILLS, AND ABILITIES:**

- Ability and knowledge to use computers, including opening and closing procedures for voting machines, using laptops and printers for elections applications, voter look-ups, etc.;
- Ability to provide information to voters;
- Ability to express oneself clearly and effectively in verbal and written form;
- Ability to organize and direct the activities of a polling place; and
- Ability to lift or move voting machines, precinct supply boxes and other materials needed to operate a polling location.