

BE AN ELECTION OFFICIAL

Thank you for your interest in becoming a Benton County Election Official!

In Benton County on Election Day over 300 election officials are on hand to assist registered voters. They staff 45 Vote Centers and some also assist with staffing nine early vote sites for the two week period prior to Election Day. Each election official is a part of the election process by which Americans select our leaders and have a voice in government.

Would you like to be one of these people? Are you helpful and friendly? Do you have good attention to detail? If you would like to become an election official for Benton County, Arkansas please fill out the attached application and return to the Election Commission Office located at 1204 SW 14th Street, Suite 6 in Bentonville, AR or may be mailed to P.O. Box 1481, Bentonville, AR 72712.

FREQUENTLY ASKED QUESTIONS ABOUT BECOMING AN ELECTION OFFICIAL

Q. What qualifications do I need to be an Election Official?

A.

- You must be at least 18 years of age
- Registered voter in Benton County
- Be comfortable learning to work the Tablets and the Election Machines
- Be comfortable working a 13-15 hour day (depending on the Election)
- Be able to read and write the English language
- Be able to get along with fellow election officials
- Deal with voters in a courteous, efficient and fair manner
- Follow the procedures as set out in the Arkansas Election Law

Q. What steps do I take to become an Election Official?

A. You must fill out an application and submit it to the Benton County Election Commission. If your application is selected, upon hiring you will be required to attend an Election Official Training class. Copies of your required documentation should be sent in with your application. You can find a list of these on the back of your I-9 form.

Q. Is this a volunteer position?

A. No, election officials are paid \$9.00 an hour for an average 13 hour day. However, because the General Election year is every other year, election work can be sporadic and should never be considered full or part time employment.

Q. What are the hours?

A. A normal Election Day is 7:00 A.M. to around 8:00 P.M.; the Election Sheriff will contact you to let you know what time to be at the polls for set up. Election Officials, typically work until the polls close.

Q. When will I work?

A. In an even numbered Election year, there will be a Primary in March, Primary Run-off three weeks later, School Election in September, General Election and General Election Run-Off in November. In an odd numbered year there will be a School Election in September. Special Elections can be called throughout the year, typically the Second Tuesday of the month. At any time, we may have "Special Elections" called by the school boards, cities or state. The size of the election will determine the number of election officials needed, so you may not work every election. Your poll Sheriff will contact you to let you know that your polling location is open for an election and you are needed for that election.

Q. Will I receive training?

A. Yes. All Poll workers are required by law to be trained before a Primary Election. If you are hired at a different time, then you will receive training before your first Election.