

Officer of Elections

Compensation \$150

The Officer of Election is the person in charge of the poll location. The Officer is responsible for conducting the election in the precinct, maintaining order, assuring the secrecy of the ballot by seeing that the voting machines are properly arranged, reporting any voting machine problems to the Election Commission and ensuring the proper performance of all duties by all election officials within the polling place. There is only one Officer for each precinct. There may be more than one Officer present at one location when there is more than one precinct in the same polling place.

The Officer of Election must be familiar with all the poll official's jobs and fully understand all the procedures. When a challenge arises, it is the Officer of Election that contacts the Election Commission office if needed. The Officer is the main contact at each polling location.

Before Election Day, the Officer of Election is responsible for contacting the polling place contact and arranging access to the building for Election Day. The Officer is also responsible for working with the Election Commission office regarding staffing of the poll, assignments, picking up and returning polling place supplies.

Attributes

Personable and friendly; positive "can do" attitude; ability to communicate professionally and effectively with fellow poll workers and voters; team player; positive, patient, courteous, professional; organized; flexible; attention to details.

Skills/ Requirements

Must be able to read and write proficiently in English; able to diplomatically deal with voters under stressful conditions; must have good customer service attitude; must be familiar and competent with computers; must remain non-partisan in speech and dress at the poll; must be able to work 14 hours on Election Day; must be willing to conduct voting in strict accordance with Tennessee State Law.

