



BECOMING A PRECINCT ELECTION OFFICIAL: FREQUENTLY ASKED QUESTIONS

What is a “precinct election official”?

The Portage County Board of Elections is looking for individuals who can dedicate their time to giving back to their community by becoming a precinct election official.

Every Election Day, nearly 550 citizens answer the call to staff our 130 precincts – and we want you to be one of them!

Why am I needed?

Without our precinct election officials, we simply cannot hold elections. Precinct election officials make sure that our elections are fair and impartial – and conducted according to Ohio law.

What does a precinct election official do?

Precinct election officials open and close the polling place on Election Day and guide voters through the voting process. They verify that voters are in the proper location and are registered to vote. In addition, precinct election officials maintain order in the polling place and are responsible for making sure election materials are secure at all times.

Am I eligible?

YES, if you...

- Are registered to vote in Portage County.
- Read and speak English clearly (though secondary languages are always a plus).
- Attend a training class (around two hours).
- Are available on Election Day (with availability for future elections preferred).

Where am I going to work?

Precinct election officials must be qualified electors in Portage County. We make every effort to place our precinct election officials where they prefer, but need sometimes requires us to move precinct election officials elsewhere in the county. We will try to keep you as close to your preferred precinct as possible.

What are the hours on Election Day?

Precinct election officials are required to arrive at their polling locations at 5:45 A.M. on Election Day and serve until their duties are completed after the close of the polls at 7:30 P.M., with an hour break for lunch. There are no split days. We encourage precinct election officials to bring a packed lunch and any necessary medications with them to the polling place, and to secure alternative care for their loved ones or pets.

How much will I be paid?

All precinct election officials and alternates will receive \$20 for attending our training class. On Election Day, precinct election officials earn \$120, and presiding/return judges earn \$125. Checks for the entire amount are mailed from the Auditor's Office approximately three weeks after the election. Taxes will not be deducted and no W-2 will be issued.

How do I sign up?

To request an application, call the Board of Elections at **(330) 297-3512** or **(330) 297-3515**, or email **portage@sos.state.oh.us**.

Completed applications may be submitted via email, or by mail to:

Portage County Board of Elections
449 S. Meridian St. – Room 101
Ravenna, OH 44266