



## Application for Precinct Election Official

(563) 326-8631

<http://www.scottcountyiowa.gov/auditor>



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Thank you for requesting a precinct election official application. Iowa State Law requires precinct election officials to be a registered voter of the county. If your services are requested for an election you will be notified by mail and a postcard response form will be included for you to return to us as confirmation that you will be able to work and attend a school of instruction.

Election officials are selected based on availability and location of our needs. Preference must be given to residents of the precinct, if we are unable to hire enough workers for a precinct then applicants who indicate they would work anywhere or work in the Ward, will be given priority. For partisan elections, preference must be given to any workers who were designated by a county political party chairperson. Election officials earn \$10.00 per hour and .56 cents per mile. Election Officials are required to sign a Confidentiality Notice and Agreement.

**All precinct officials are required to work one hour before the polls open and until the polls close, usually 6 a.m. to 8:00 p.m. Election officials are required to be at the polling site for the duration of the election.**

### What do election officials do?

Election officials administer the voting process at the polls, assuring privacy and accuracy.

This includes:

- ❖ Setting up the polls for voting and closing the polls at the end of voting.
- ❖ Give voters proper instruction for voting.
- ❖ Checking the voter's eligibility to vote.
- ❖ Alphabetizing eligibility slips.
- ❖ Distributing ballots to voters.
- ❖ Assist voters with special needs.

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Please fill out all the information on the following page and return  
by mail to:

**Scott County Auditor  
600 W. 4<sup>th</sup> St.  
Davenport, Iowa 52801**

or by fax to:  
**(563) 326-8601**

**Print clearly when providing the following information:**

**Name:** \_\_\_\_\_

(As Name Appears on Social Security Card)

**Social Security Number:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

*Required for payroll purposes only and is kept strictly confidential.*

**Residence Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Zip code:** \_\_\_\_\_

**Mailing Address (If different):** \_\_\_\_\_

**City:** \_\_\_\_\_

**Zip code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Party Affiliation:** \_\_\_\_\_

**Please check your preference:**

- Wish to work in my precinct only.**
- Will work in the Ward in which I reside.**
- Will work anyplace needed.**
- Wish to work at specified polling place:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

PAUL D. PATE  
SECRETARY OF STATE



LUCAS BUILDING  
DES MOINES, IOWA 50319

OFFICE OF THE IOWA SECRETARY OF STATE

Confidentiality Notice and Agreement

I, \_\_\_\_\_, understand that as a precinct election official, I have access to certain information that is considered confidential and is protected under the law in Iowa Code chapters 22, 48A, and 715C. Due to this protected status, I agree not to release the information to anyone other than another precinct official or the voter without first verifying the identity of the person in accordance with Iowa election laws. I also understand that this number cannot be shared with poll watchers, candidates or committees.

Additionally, I understand that the prohibition on sharing the confidential information extends before and after the hours that my assigned polling place is open.

Finally, I understand that sharing any protected or confidential information violates Iowa law.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date