

# BE A PRECINCT ELECTION OFFICIAL (PEO) IN RICHLAND COUNTY

Interested in being a Precinct Election Official?

## Election Date for 2020

November 3, 2020 – General Election

## Requirements

- Be a registered Voter
- Attend a PEO Training Session
- Must be able to report to the polls at 5:30 a.m. on Election Day. (polls open at 6:30 a.m.)
- Must be able to work to the entire day to the close of polls at 7:30 p.m. After the close of polls, PEOs are generally done by 8:00 / 8:30 p.m.

Set up of the polling location takes place on the Monday before Election Day. Times are scheduled by the Voting Location Manager & the Board of Elections.

## PEO Job Descriptions

In order to conduct an election, each precinct will be assigned the following workers:

- VLM** - In multi-precinct polling locations, one of the PJs will be designated as the Voting Location Manager. The VLM will be in charge of the entire polling location.
- PJ** – Presiding Judge. The PJ is in charge of the Precinct. Assigns duties, picks up & returns supplies & ballots back to the BOE on Election Night.
- PA** – Presiding Assistant. Assists the PJ. PA will accompany the PJ with returning supplies & ballots back to the BOE on Election Night.
- Judge/Clerk** – performs duties as assigned by the PJ
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### PEO Rate of Pay

VLM - \$175.00  
PJ - \$165.00  
PA - \$140.00  
Judge/Clerk - \$130.00

In addition, you will be paid for each training session you complete.

Each precinct will be staffed equally among party affiliation (or non partisan). Richland County has 83 precincts to staff which are assigned to 38 polling locations.

## NEW PEO TRAINING

- Wednesday October 7th - 6:00 p.m. – 8:30 p.m. NEW PEO Training**  
**Saturday October 10<sup>th</sup> - 9:00 a.m. – 11:30 a.m. NEW PEO Electronic Poll Book Training**

You will also need to attend One (1) Station Training listed below:

## STATION TRAINING

- Friday October 16<sup>th</sup>** - 9:00 a.m. to 7:00 p.m.  
**Saturday October 17<sup>th</sup>** - 9:00 a.m. to 2:00 p.m.  
**Monday October 19<sup>th</sup>** - 9:00 a.m. to 7:00 p.m.  
**Wednesday October 21<sup>st</sup>** - 9:00 a.m. to 7:00 p.m.  
**Thursday October 22<sup>nd</sup>** - 9:00 a.m. to 7:00 p.m.

*\*Additional Training Sessions may be added as needed*

All training will take place at 1495 W. Longview Ave., Mansfield, OH 44906 in the Upper Level Classroom. If you enter through the front entrance from the main front parking area, the classroom will be to your right, past the elevators. This will be a hands-on training where you rotate from station to station. Must stay a minimum of 1 ½ hours.

## CONTACT

Richland County Board of Elections **CALL - 419.774.5530**  
1495 W. Longview Ave., Suite 101  
Mansfield, OH 44906

Email : [boardofelections@richlandcountyoh.gov](mailto:boardofelections@richlandcountyoh.gov)