



Chief Judge Duties & Responsibilities

Term: Two year appointment: August to August of odd numbered years.

Commitment: Primary, Second Primary (If Necessary) General, and Municipal Elections from 6:00 am until all results have been reported to the Board of Elections and required Election supplies are returned.

Training: Attend training during the month prior to each Election.

Responsibilities: Conduct Elections at the polls according to NC General Statutes and Election Board procedures.

Election Duties will include:

- Contact person in charge of Polling Place.
- Contact Judges & Assistants prior to Election.
- Pick up supplies. (Saturday before the Election)
- Set up polling place. (Monday before the Election)
- Administer oath to Judges & Assistants.
- Execute proper paperwork.
- Assign specific duties to Judges & Assistants.
- Declare Polls open at 6:30 am.
- Manage Polling Place on Election Day.
- Handle Challenges.
- Stay in contact with and report to the Board of Elections office.
- Have a Judge declare polls closed at 7:30 pm.
- Tabulate votes.
- Return supplies.

*** Please [sign up here](#) to express interest to serve as a poll judge. ***