

Frequently Asked Questions

What are the steps in becoming an Election Day Worker?

You must be a U.S. citizen, and a Knox County registered voter. Complete the Election Day Worker application online and submit it. You will be contacted by a representative from our office regarding training for new workers once those classes have been organized. The single exception to the registered voter requirement is high school seniors. Sixteen year old high school student, with the recommendation of a teacher, may work the elections.

Is there any reason I can't be an Election Official?

Close relatives of candidates on the ballot will not be hired. Certain prior criminal offenses can preclude you from being an Election Official.

What are the different Election Day Worker positions?

The three Election Official jobs are Precinct Officer, Registrar, and Machine Operator. The Officer is in charge of all operations at the polling place on Election Day. That includes being tasked with caring for the election supplies before and after the polls are open. New workers typically are not asked to be the Officer of Election.

Registrar is the most common position at the polling place. Their main responsibility is locating the voter in the registration rolls, confirming their identity and information.

The Machine Operator issues ballot codes from a central device and assists with directing voters into the booth area to keep traffic flow moving throughout the precinct.

While none of these jobs are physically taxing, you will be expected to contribute to setting up and breaking down of the polling place. That will include unpacking the voting booths which weigh approximately 40 lbs.

Is this a volunteer position?

No. Election Day Workers are paid a stipend to work on Election Day based on the position they are assigned.

Officer/Alt. Officer - \$225* (plus \$20.00 material pickup fee)

Machine Operator - \$150

Precinct Registrar - \$150

What are the hours of work?

The polls are open in Knox County from 8:00 AM until 8:00 PM. All Election Day workers are asked to be at their assigned polling place at 7:00 AM on the morning of the election. The day ends after 8:00 PM or when the last voter has left the precinct. Additional time will be required for reconciliation, equipment tear-down and clean-up.

How will I know when and where to attend a training session?

Once we process your application, a representative from our office will contact you to schedule for training and future placement if you meet training certification requirements.

Do I need the training class to be allowed to work?

Tennessee State law and the Knox County Election Commission require training for all Poll Officials before they are allowed to work. You must attend one (1) paid training class but there is an additional class if this is your first election.

How much will I get paid for attending training?

All Poll Officials receive \$30 for completing a training session. If you attend class and **do not work** on Election Day, you **will not** receive payment for attending the class per Tennessee Election law **§ 2-4-108(c)**.

What can I expect the day to be like when I am working?

Depending on the election, your day can vary from very quiet to very busy. Election Officials have to stay the entire day. Plan ahead if you have medication or other responsibilities that need to be handled during the day. Meals are handled differently at each precinct, so plan to bring food and drink for the day unless you are told by your officer that food is provided.

Political party affiliation plays a role in balancing the workforce at each precinct. We must attempt to keep the parties as equally represented as is practicable. However, once on the job, you must attest via oath that you can put bias aside, and impartially fulfill the duties of an Election Official.

If I've applied previously as an Election Day Worker, should I apply again?

As long as you are an active Election Day Worker, you do not have to apply again. If you have worked the polls on Election Day in the past, your record will remain active. If you want to make sure, you may call our office at (865) 215-2480 and we will be more than happy to answer any of your questions.



Knox County Election Commission

Room 229
300 Main St.
Knoxville, TN 37902
(865) 215-2480 Fax (865) 215-4239
www.knoxcounty.org/election

Election Official Application

Name _____
Last First M.I.

Address _____
Street City ZIP

E-Mail Address _____

Date of birth ____/____/____ Social Security # ____-____-____
Mo /Day/ Yr

Home Phone _____ Work Phone _____ Cell Phone _____

Political Party – Check one: Democratic Republican Independent

Employment Status

Employer or previous employer (if applicable) _____

Position or title _____

References

List two people who have knowledge of your character or ability (employers if applicable)

1. _____
Name Address Phone

2. _____
Name Address Phone

Have you ever served as an election official? _____

Are you able to work from 7:00 a.m. to 8:30 p.m. on Election Day? _____

Do you have reliable transportation? _____

Are you willing to travel outside your precinct to work? _____

Have you been convicted of, or plead guilty to, a crime which is a felony? _____

Are you related to a candidate or office holder? If so, who? _____

Do you work for Knox County other than Knox County Schools? _____

I understand that if appointed as an election official, I will be required to attend a training class held by the Knox County Election Commission. _____

Signature _____ Date _____

For Office use only – Don't write below this line

Voter Reg. # _____ Ward # _____ Leg. District _____ Party _____

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

2022

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Multiple Jobs or Spouse Works

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . ▶

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$	_____	
	Multiply the number of other dependents by \$500 ▶ \$	_____	
	Add the amounts above and enter the total here	3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Sign Here

▶ _____ ▶ _____
Employee's signature (This form is not valid unless you sign it.) **Date**

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)