



Boobie Holclaw  
JEFFERSON COUNTY CLERK

Jefferson County Clerk's Office - Election Center  
1000 East Liberty Street | Louisville KY, 40204  
Elections@JeffersonCountyClerk.org

Election Officer Application

BE AN ELECTION OFFICER

Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

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

Date of Birth: \_\_\_\_\_

Are you a registered voter? YES  NO  Political Party you are registered as: \_\_\_\_\_

\*This information is required.

Please email a scanned image or picture of this form. You can also mail this form or fax it to 502-584-6213.

Important Information

- Must be team oriented with exceptional customer service skills.
- Must follow procedures and laws of the Commonwealth of Kentucky.
- Must be able to attend a 2 ½ hour training session before EACH election.
- Must provide own transportation to and from training session and polling location.
- Must report to the polling location on Election Day by 5:15 a.m.

Duties will include:

- Arranging polling location with all the necessary election materials and voting equipment in a way to ensure privacy for each voter and security in the voting process.
- Ensuring polling location is open by 6:00 a.m.
- Processing voters and provide any assistance.
- Treating every voter with respect and courtesy.
- Closing the polling place after the last voter in line at 6:00 p.m. has voted.
- Completing all necessary paperwork and return all election material.

Election Officer Recruitment Contacts

Jeff Pellman  
Republican Administrator  
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502-574-6211

Gerald Griggs  
Democratic Administrator  
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502-574-5532