

**Columbia County Poll Officials are required to be upstanding citizens of Columbia County who are at least 16 years old and speak and write the English language. Poll officials may not be holding public office or a candidate for office. Poll officials may not be related to a candidate on the ballot in the poll being served.**

## **POLL MANAGER’S JOB DESCRIPTION**

1. Recruit clerks and assign job responsibilities
2. Contact poll facility in advance of election to arrange entry for setup and the election
3. Coordinate with clerks to ensure adequate staffing
4. Attend required training sessions and study Poll Procedures to gain thorough knowledge of process
5. Pick up election supplies (during Monday pickup or schedule Asst. Mgr. to assist in absence)
6. Set up the election poll on Monday before Election Day (If allowed by Building Manager)
  - Assemble voting units (must be able to lift at least 25 pounds)
  - Perform duties as necessary to set up poll for voting
  - Arrange tables for the stations so that the flow of the voters is smooth
7. Conduct election:
  - Resolve problems and answer questions that may arise
  - Manage personnel to ensure poll functions properly
  - Perform necessary preliminary work to ensure that the poll opens promptly at 7:00 am
  - Close out the poll
    - Print report tapes from voting units
    - Complete the Recap Sheets and paperwork as necessary to account for the ballots and voters
    - Disassemble units
8. Return memory cards and supplies to check-in

**PAY RATE: \$205 PER ELECTION; \$20 PER TRAINING SESSION; \$15 CELL PHONE ALLOWANCE:  
Minimum Hours: 6:00 a.m. – 8:00 p.m.**