

Poll Worker General Information and Regulations

All Prospective Poll Workers must:

- Be a Resident and Registered Voter of Camden County.
- Complete a Poll Worker Application.
- Provide proper identification, including a Social Security Number (required prior to employment and used solely for the purpose of payroll eligibility).
- Successfully complete the Mandatory Poll Worker/Voting Equipment Training before each election- Primary, General, & Special. Work assignments are offered *after* training is completed.
- Be computer literate and provide an active email account.
- Poll workers must perform the various tasks needed for working at the poll (see below).
- Attend additional training as set by the Elections Supervisor when necessary.

There is at least a 4 (four) hour training requirement for all Poll Workers prior to each election, especially to learn the new voting equipment. Poll Worker training is mandatory.

CLERK (\$100.00/day)

- Be at least 16 years of age.
- Assist with setting up polling place on the evening before and morning of election, and break-down at end of election.
- Be responsible for your own transportation to and from training and to and from your assigned poll location.
- Perform tasks as directed by the Poll Manager and able to lift 15-30 lbs.

POLL CO-MANAGER (\$150.00/day)

- Be at least 18 years of age.
- Must be a high school graduate or equivalent.
- Be willing to perform duties of Poll Manager, in his or her absence if requested by the Elections Office. This would include, but not be limited to, supervision of other Poll Workers, closing the election, completing reports, picking up election supplies and/or equipment and returning the same to the Elections Office after the election is closed. This is mandatory.
- Served as a Poll Worker in at least ONE prior election in Camden in the last four (4) years.
- Be responsible for your own transportation to pick up election supplies and/or equipment and return same to Elections Office.
- Accompany Poll Manager on election night to deliver supplies & ballots to the Elections Office.
- Assist with setting up polling place on the evening before and morning of election and break-down at end of election.
- Perform tasks as directed by the Poll Manager and be able to lift 15-30 lbs.

POLL MANAGER (\$200.00/day)

- Must be a high school graduate or equivalent.
- Must have served in at least ONE prior election in Camden County as a Co-Manager.
- Must be able to perform ALL duties and tasks required to open, operate and close a Poll.
- Must be able to supervise and direct the work of all other Poll Workers at the Poll.
- Provide own transportation to pick up election supplies and/or equipment and return same to the Elections Office, and be able to lift 15 - 30 lbs.
- Must deliver supplies and ballots to the Elections Office at end of Election Night.

Poll Worker Factoids:

When possible, Poll Workers are assigned to a polling location in their voting precinct. However, if staffing needs dictate, you may be asked to work at any of our 12 polling locations. You cannot work at a polling location where you have an immediate relative on the ballot.

On Election Day, you must report to your assigned polling place **no later than** 6:00 a.m. and remain until all voters have left and closing procedures are completed (could be as late as midnight, depending on the election and polling location you are working). Your Poll Manager will release you for the evening.

Currently, per the Internal Revenue Service, any election worker that is paid less than \$600 per calendar year will not be issued a W-2. Any election worker who is paid \$600 and up to \$1800 per calendar will have Federal and State taxes taken out on all earnings year to date and will be issued a W-2. Any election worker earning \$1,800 or more will have FICA, Medicare and Federal taxes taken out on all earnings calendar year to date and will be issued a W-2.

It is required to have a W-4 on file for all election workers. If an employee chooses "exempt" on the W-4, he/she must resubmit a new W-4 at the beginning of the calendar year. When choosing exempt, the form is sent to the IRS. The IRS has restrictions on who can choose to be "exempt". If you choose "exempt," it is recommended you consult with a tax professional.

During the time you serve as a Poll Worker, you must remain completely nonpartisan. There is to be no discussion of politics, candidates or any other subject related to this or any other election. This would not prevent a Poll Worker from assisting a voter with a question on how to operate the voting equipment or directing a voter to where sample ballots are located at the Poll. Serve all voters promptly, courteously, and with sensitivity to voters with special needs.

The Camden County Board of Commissioners complies with the Americans with Disabilities Act (ADA) of 1990. Public Law 101-336 (ADA), which prohibits discrimination on the basis of a disability, requiring that no qualified individual with a disability, be denied the benefits of Camden County services, programs, activities or employment with Camden County.

If you have a specific physical or service accessibility need, please notify the Elections Supervisor of what you need so that you can be reasonably accommodated.

Camden County Board of Elections and Registration
Shannon Nettles, Election Supervisor
Woodbine, GA 912.576.3245
poll.worker@camdencountyga.gov

Poll Worker Application

Full Name: _____ Preferred Name: _____

DOB: _____ Gender: _____ Race: _____ Last 4 of SSN: _____

Mailing Address:

PO/Street City Zip

Residential Address:

Street City Zip

Email Address: _____

Phone/Cell #: _____

Are you employed? _____ Full/Part Time? _____

Are you able to get the necessary time off? _____

Are you a registered voter in Camden County? Yes No

Have you ever been a Poll Officer? Yes No Where? _____

Are you able to work at any precinct in the county? Yes No

Which precinct(s) have you worked at? _____

At what precinct do you vote? _____

Do you understand you will have to work at least a 14 hour day, on a Tuesday?

Yes No

What Election positions are you interested in working?

Election Day Worker (Tuesday) Clerk Co-Manager Manager

Advance Voting Worker (Monday- Friday) Yes No

Early Voting Worker (Saturday) Yes No

***Completion of this form is mandatory.** Please note that contact information provided to a government agency may be subject to public release as required by GA's Open Records Law.

DISCLAIMER AND SIGNATURE

By your signature you are stating, "I am at least 16 years of age, able to read, write and speak the English language. I do not hold a public office, nor am I related to a candidate whose name will appear on the ballot. I am a United States citizen."

Signature of Applicant *Date*