

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.

ASSISTANT POLL MANAGER'S JOB DESCRIPTION

1. Attend required training sessions and study Poll Procedures to gain thorough knowledge of process
2. Assist Manager in recruiting clerks
3. Set up the election poll on Monday before Election Day (If possible)
 - 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
4. Assist Manager with problems or questions that may arise on Election Day
5. Assist in managing clerks to ensure poll functions properly
6. Relieve clerks for breaks (Work Stations)
7. Assist Manager with Close Out Procedure
 - 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 with manager
9. Be prepared to step up to manager in the event the manager is unable to perform duties

PAY RATE: \$145 PER ELECTION; \$20 PER TRAINING SESSION:

Minimum Hours: 6:00 a.m. – 8:00 p.m.