

## 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 and 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 a 4-hour training requirement for all Poll Worker positions prior to each election. Poll Worker training is mandatory and is paid per election, so long as you are scheduled and show up to work a full shift during Advanced Voting or on Election Day. Pay will not exceed \$50/election. Absent an emergency, you must serve in your designated position to receive compensation for training.*

### CLERK (\$150.00/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 (\$200.00/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 (\$250.00/day + travel/cell phone usage)**

- 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 13 polling locations.

On Election Day, you must report to your assigned polling place **by 5:45 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).

Per the Internal Revenue Service, any election worker that is paid less than \$600\* will not be issued a W-2. Any election worker who is not a county employee, but is paid more than \$600 but less than \$1600\*, has to be issued a W-2, although no Federal, FICA, nor Medicare taxes will be withheld from your pay. Any election worker (non-county employee) making more than \$1600\*, will owe Federal, FICA and Medicare taxes. (\*per calendar year)

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 make the staff who work with the program/facility which you plan to use aware of what you need so that you can be reasonably accommodated.

*Please note that contact information provided to a government agency may be subject to public release as required by Georgia's Open Records Law.*

**Camden County Board of Elections and Registration**  
**Shannon Nettles, Election Supervisor**  
**Woodbine, GA                      912.576.3245**  
[poll.worker@camdencountyga.gov](mailto: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

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Email Address: \_\_\_\_\_

Phone/Cell #: \_\_\_\_\_

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Are you employed? \_\_\_\_\_ Full/Part Time? \_\_\_\_\_

Are you able to get the necessary time off? \_\_\_\_\_

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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. Thank you for your consideration and cooperation.

## 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."

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*Signature of Applicant*

*Date*

### ELECTION

### ELECTION DATE

Presidential Preference Primary

**March 12, 2024**

General Primary Election/Nonpartisan

**May 21, 2024**

General Primary Election/Nonpartisan **Runoff** &  
General Primary Election **Runoff** for Federal Offices

**June 18, 2024**

General Election

**November 5, 2024**

General Election/Special Election **Runoff**  
General Election **Runoff** for Federal Offices

**December 3, 2024**

*\*\*Advance in Person Voting is always 3 weeks prior to Election Day, Monday-Saturday*