



Camden County Board of Elections & Registration

P.O. Box 608 / 200 East 4th Street • Woodbine, Georgia 31569

Phone: (912) 576.3245 • www.camdencountyga.gov

Office of Elections & Registration

July 2019

Official Camden County, Georgia Poll Worker Information & Application Packet

(How to become an election poll worker)

Dear Residents of Camden County, Georgia,

On Election Day, nearly 100 of your civic-minded neighbors serve in Camden County by working as poll workers. As poll workers, they play an active role in ensuring the on-going success of the electoral process. If you are interested in serving your community, making new friends, and earning extra money, this might just be the job for you.

The Camden County Board of Elections & Registration (BoER) is in need of highly motivated, dedicated and dependable individuals who take pride in their work, are patient, enjoy working with people, are detail-oriented, take direction well and have basic computer skills.

The BoER invites you to join other local members of your community and apply today to become a poll worker for the upcoming election in November 2019, and for our big 2020 Election Year.

The following information and application contain additional details on how to become a poll worker and what to expect on Election Day.

The application may be mailed (P.O. Box 608, Woodbine 31569), emailed (poll.worker@camdencountyga.gov), or dropped off at our office (200 E. 4th Street Woodbine 31569).

Thank you,

Shannon

Shannon Nettles
Elections Supervisor
Camden County Board of Elections & Registration

Your Vote Counts

SHANNON NETTLES
Elections Supervisor

DEBORAH FELIX
Assistant Elections Supervisor

BARBARA HAHN
District 1

JANNETT BRADFORD
District 2

JAMES CORBETT
District 3

JOSEPH MICHAELS
District 4

KYLE RAPP
District 5

Poll Worker General Information and Regulations

All Prospective Poll Workers must:

- Be a Resident and Registered Voter (if over age 17 1/2) 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 a 2-4 hour training requirement for all Poll Workers prior to each election. Poll Worker training is mandatory and is paid \$25 for each 2 hours of training per election, not to exceed \$50/election. This pay is contingent upon you working Election Day. Absent an emergency, you must serve in your designated position on Election Day to receive compensation for training.*

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 13 polling locations.

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).

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

Poll Worker Application

Full Name: _____ Preferred Name: _____

Date of Birth: _____ Gender: _____

Race: _____ Last 4 of SSN: _____

Mailing Address:

P.O. Box/Address City Zip

Residential Address:

Residential Street Address City Zip

Email Address: _____

Phone Number: _____ Cell Home

Are you employed? Yes No If yes, Full-time Part-Time

Are you able to get the necessary time off? Yes No

Are you a registered voter in Camden County? Yes No

Have you ever been a Poll Worker? Yes No

If yes, 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.”

Signature of Applicant

Date

2019 Election Dates

November 5 Municipal General/Special Election
December 3* Municipal/Special Election Runoff

2020 Election Dates

March 24 Presidential Preference Primary/Special Election
TBD* Special Election Runoff
May 19 General Primary/Nonpartisan General Election/Special Election
July 21* General Primary Runoff, Nonpartisan General Runoff, and Special
Runoff Election for Local and State Offices
July 21* General Primary Runoff Election for Federal Offices
November 3 General Election and Special Election
December 1 General Election/Special Election Runoffs for Local and State Offices
January 5, 2021 General Election Runoff for Federal Offices



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EMERGENCY CONTACT FORM

Name _____

Mailing Address/Physical Address _____

Phone #1 _____

Phone #2 _____

Emergency Contact Name & Number _____

Relationship _____

Emergency Contact Name & Number #2 _____

Relationship _____

Allergies _____

Primary Email _____

Secondary Email _____

Rev 06/2019

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