



## **DUTIES & REQUIREMENTS OF POLL MANAGERS & POLL MANAGER ASSISTANTS (STUDENTS)**

Poll Managers/Poll Manager Assistants have a unique opportunity to serve their community, meet their neighbors, and become involved in the Election process.

### A Poll Manager/Poll Manager Assistant's Election Day duties include:

- Processing of Voters
- Assisting Clerks with Polling Place Opening and Closing arrangements and checklists
- Activation of the Voting system
- Compliance with Election Laws and Procedures
- General assistance to Voters
- Curbside Voting

When you submitted your application, your name is added to our database of citizens who are interested in serving as a Poll Manager/Poll Manager Assistant.

When a position becomes available at a Precinct in our County, the Precinct Clerk (Chairman) and Election Staff uses this database to contact citizens to fill the vacancy.

### Requirements to be a Poll Manager/Poll Manager Assistant, YOU MUST:

- Be a registered voter in South Carolina; **OR** be aged 16 or 17. (Sixteen and Seventeen year olds are compensated with the same pay rate as adults)
- Attend a Poll Manager Training Class before EACH Election. Classes are approximately 3-4 hours in length '*In Person*'. Some '*Online*' training is also available. You must work the Election Day to be paid for training. You must train to work the Election Day
- Be willing and able to work the ENTIRE Election Day. Workers are required to arrive at the Precinct at least 1 hour before Polls open. Polls open from 7:00 AM to 7:00 PM, but set-up and packing up after closing require extra time
- Be non-partisan and neutral when working an election
- Poll Managers must 'Not' be related to or 'Work' for any Candidate on the ballot

You will be working a full day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Staff are not permitted to leave the premises during polling hours on Election Day.



## LEXINGTON COUNTY REGISTRATION AND ELECTIONS POLL MANAGER/POLL MANAGER ASSISTANT (STUDENT) APPLICATION

Before completing this application, please review the “Duties & Requirements” for the position you are applying for.

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

4. E-mail \_\_\_\_\_

5. Occupation: \_\_\_\_\_

6. Are you a High School Student (16/17):  Yes or  No

7. Are you a Registered Voter? \_\_\_\_\_ Voter Registration # \_\_\_\_\_

If so, where? County: \_\_\_\_\_ Precinct: \_\_\_\_\_

8. If your home Precinct is unavailable, are you willing to travel? \_\_\_\_\_

9. Please list your past experience in working at a poll by Precinct and year.

\_\_\_\_\_  
\_\_\_\_\_

### Applicant Oath:

I have read all the Poll Manager/Poll Manager Assistant Duties & Requirements and understand that by submitting this application, I am applying to be an Election worker for Elections held in Lexington County. I understand that I will be contacted by the Precinct Coordinator or Clerk to inquire about my availability for working Elections, scheduling training, etc. Working a specific Precinct location cannot be guaranteed but we will make every effort to place you at your preferred Precinct.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Call the **Lexington County Voter Registration and Elections Office** at (803) 785-8361  
or visit at 605 West Main Street, Suite C, Lexington, SC 29072  
if you have any questions.