

MACON-BIBB COUNTY
BOARD OF ELECTIONS

FORM CREATED 08/03/2017

POLL WORKER APPLICANTS

Are you interested in serving your community, making new friends, and earning extra money? Do you possess computer skills? Apply to become one of the many civic-minded citizens who work at the polls on Election Day. The Macon-Bibb County Board of Elections office is seeking highly motivated dependable individuals to work from 6:00 a.m. until closing of your precinct on Election Day.

The close of the polling location will vary depending on the election & voters' turnout. Here are the election types: Primary, General and Special:

- ❖ Primary closing usually around 8:30 p.m.
- ❖ General closing usually around 9:00 p.m.
- ❖ Special closing usually around 8:15 p.m.

You must serve ALL Voters that are present at the polling location before & by 7 p.m.

The polling location closing schedule is an estimated time and voters' turnout will be a factor!

Working as a Poll Worker will not affect government benefits such as social security or public aide and "Is Not Reported to the IRS, unless you earn \$600.00 or more per year as a poll worker."

ALL WORKERS MUST COMPLETE: _____
Print name Date

- ❖ Macon-Bibb County Board of Elections' Poll Worker application
- ❖ Provide Identification
- ❖ Completes the Poll Worker training before each Primary, General and Special election
- ❖ Must receive the mandatory training before a work assignment is granted
- ❖ Poll workers must perform the various tasks needed for working at the poll
- ❖ Receive voting equipment training
- ❖ Attend additional training set by Elections Supervisor when necessary.
- ❖ *Poll Worker training is mandatory and is paid \$50 once per election listed here above. If you do not work on the Election Day, your training pay will be forfeited!*

This acknowledges that you have been provided the Poll Worker duties, guidelines and requirements.

Signature _____
Print name Date

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We strive for excellence in providing service to The Macon-Bibb County community and ALL constituents of the State of Georgia "EVERY VOTE MATTERS"

**MACON-BIBB COUNTY
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CLERK \$100

1. Must be a resident of Macon-Bibb County
 2. Must be a least 16 years of age
 3. Must successfully attend and complete training class conducted by Macon-Bibb County Board of Elections' Supervisor or designees
 4. Must assist with setting up and closing of the polling place
 5. Must be able to lift 30 lbs.
 6. Must be willing to perform duties set by the Macon-Bibb County Elections' Supervisor and the Poll Manager
 7. Must have own transportation
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ASSISTANT POLL MANAGER \$140

1. Must be a resident of Macon-Bibb County
2. Must be willing to perform duties in the absence of Poll Manager if requested by the Elections Supervisor or his or her designate. ***This is mandatory!***
3. Must have served as a Clerk, and/or trained with a Poll Manager in at least ONE prior election in Macon-Bibb County or in the State of Georgia.
4. Must have own transportation to pick up election supplies and/or equipment and bringing same to check-in center, and be able to lift 30 lbs.
5. Must accompany Poll Manager when picking up election supplies and election night to deliver supplies and ballots at the Macon-Bibb County Board of Elections' office.
6. Must be willing to share mobile contact information with the Macon-Bibb County Board of Elections' staff as a mean of communication for setup and Election Day.
7. Must assist with setting up and closing of the polling place
8. Must successfully attend and complete training class conducted by Macon-Bibb County Board of Elections' Supervisor or designees
9. Must attend required annual Poll Worker training set by the Board of Elections.

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POLL MANAGER \$205

1. Must be a resident of Macon-Bibb County
2. Must have served in at least ONE prior election in Macon-Bibb County or in the State of Georgia as an Assistant Manager and/or a combination of knowledge and work experience involving the Georgia Election requirements/procedures.
3. Must successfully attend and complete training class conducted by Macon-Bibb County Board of Elections' Supervisor or designees
4. Must have your own transportation to pick up election supplies and/or equipment, election night delivery of supplies to the Macon-Bibb County Board of Elections Office, and be able to lift 30 lbs.
5. Other responsibilities but not limited to: poll workers assignment, polling place setup & the closing of the poll, maintaining contact with poll workers & voting facility management and open & close personnel, payroll sheet, inventory pickup/return, election day activity reports, etc.
6. Must be willing to share mobile contact information with the Macon-Bibb County Board of Elections' staff as a mean of communication for setup and Election Day.
7. Must attend required annual Poll Worker training set by the Board of Elections.