

**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.**

## **CLERK'S JOB DESCRIPTION**

1. Attend required training sessions and study station instructions
2. Assist Poll Manager and Assistant Poll Managers in setting up the poll on the Monday before Election Day
3. Perform one or more of the following duties:
  - a. Check identification
  - b. Assist voters in filling out Voter Certificates, if necessary
  - c. Mark voters on Electors List
  - d. Write voter's name on Numbered List of Voters
  - e. Create and issue Voter Access Cards
  - f. Direct voters to proper voting unit
4. Ensure voters return Voter Access Cards
5. Assist Manager and Assistant Managers as needed on Election Day
6. Assist Manager and Assistant Managers with Close Out Procedures
7. Disassemble voting units (must be able to lift at least 25 pounds)
8. Assist with paperwork as necessary

**PAY RATE: \$170 PER ELECTION** (1-Session Mandatory Training Pay is included)

**Minimum Hours: 6:00 a.m. – 8:00 p.m.**