

Before Applying

1. Are you a citizen of the United States?
YES NO
2. Do You have reliable transportation?
YES NO
3. Do you foresee any problems with working at least a 14 hour day?
YES NO
4. Are you willing to travel more than 10 miles from your home on Election Day?
YES NO
5. Have you ever been convicted of a felony?
YES NO

To Apply

1. Visit our website:
www.dekalbvotes.com

2. Select "POLL EMPLOYMENT"

3. Click the link to apply online OR print and return the application:

MAIL: Voter Registration & Elections Office
Attn: Poll Worker
4380 Memorial Drive, Suite 300
Decatur, GA 30032
FAX: 404-298-4038



We thank you for your continued support in our efforts to contribute to a better Elections Process.



DEKALB COUNTY POLL OFFICIAL BROCHURE

DeKalb County Voter
Registration & Elections

4380 Memorial Drive, Suite 300
Decatur, GA 30032

(404) 298- 4020 Office

(404) 298- 4038 Fax

www.dekalbvotes.com

pollworkeronline@dekalbcountyga.gov

Keisha Smith, Director



VOTER REGISTRATION AND ELECTIONS



Qualifications

A Poll Official is anyone who is:

- ~An upright citizen of the United States
- *A Resident of or Employed by DeKalb County
- ~16 years of age or older
- ~Able to read, write, speak and understand the English language
- ~Not be a candidate for office or a relative of a candidate for office in the assigned poll
- ~Not hold a public office
- ~Able to meet the performance and training requirements as outlined by the Voter Registration and Election Director

***Residents who reside in the counties adjoining DeKalb (Clayton, Fulton, Henry, Gwinnett and Rockdale) must receive approval of the adjoining county by completing the Poll Official Employment Waiver along with the Poll Official Employment Application.**

Responsibilities

Poll Officials, once selected, are required to attend training on policy, procedures and election equipment.

Poll Officials must work together the day before the Election to setup the polling precinct and prepare for Election Day.

On Election Day, every Poll Official must arrive at their assigned polling location at 5:30am and will work until the close of the Election to ensure every citizen of DeKalb County have an opportunity to vote.

Positions

~MANAGER

The Precinct Manager serves as the Subject Matter Expert on Election Policies and Procedures for their selected precinct. The fundamental duty is to ensure that their precinct is in compliance with the rules and regulations as prescribed in the Official Code of Georgia Annotated Manual and the DeKalb County Election Procedures.

~ASSISTANT MANAGER

The Assistant Manager serves as the immediate back-up of the Precinct Manager. The Assistant Manager also serves as the Subject Matter Expert on Election Policies and Procedures for their selected precinct. The fundamental duty is to ensure that their precinct is in compliance with the rules and regulations as prescribed in the Official Code of Georgia Annotated Manual and the DeKalb County Election Procedures.

~CHECK-IN CLERK

The Check-In Clerk serves as the responsible party who searches the precinct listing of registered voters to ensure voters are eligible to cast their ballot on the ICX-BMD (Image Cast X Ballot Marking Device).

~MONITOR CLERK

The Monitor Clerk serves as the responsible party who ensures all eligible voters cast their ballots in the ICP (scanner) Unit prior to exiting the polling location.

~ADMIN CLERK

The Administrative Clerk serves as the responsible party who ensures all voters has returned their Voter Card after casting their ballot in the ICP (scanner) Unit and issuing every voter a "I VOTED" sticker.

~COMMAND CENTER CLERK

The Command Center Clerk serves as the responsible party who reports remotely every hour from the polling location to the Election Day Command Center with voter turnout counts, equipment/supply issues, assistance with ineligible voters and voting wait times.

Compensation

Every Poll Official is compensated according to the specific positions.

Manager	\$360
Assistant Manager	\$300
Check-In Clerk	\$240
Monitor Clerk	\$145
Administrative Clerk	\$125
Command Station Clerk	\$115

***The above compensation includes training, Monday setup and Election Day.**

