

Job Title: Elections Poll Assistant Manager

Floyd County Board of Elections and Registration is responsible for planning and organizing elections, voter registration, and candidate services within the county. The department is comprised of elections, registration, and administrative sections.

EDUCATION/EXPERIENCE, LICENSES, KNOWLEDGE AND SKILLS, PHYSICAL REQUIREMENTS

Poll Assistant Minimum Qualifications:

- **Must be a U.S. Citizen and a resident of Floyd County;**
- **Poll Manager must be a registered voter in Floyd County;**
- Parent, spouse, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law or a candidate cannot serve as a poll official in any precinct where that candidate is listed on the ballot;
- Poll Official is not eligible to run for public office and cannot hold a public office;
- Must be capable of conducting fair and unbiased efficient elections;
- Must be able to lift at least 15 lbs. and maximum of 50 lbs;
- Will be required to attend an in person training class;
- Able to read, write and speak the English language;
- 16 years of age or older;

Salary Information:

- 150.00 Daily

Work Hours:

- You must report to your assigned polling location by 6:00am and remain until all voters have left and closing procedures are completed;
- At the polling locations, Election Days are approximately 14 hours day;
- You cannot leave the polling location during an Election Day;

Essential Duties:

- On Election Day, you will assist the Poll Manager to ensure that problems or questions are handled in an efficient and orderly manner;
- In the absence of the Poll Manager, Assistant Manager assumes all responsibility for the operations and management of the poll;
- Must have reliable transportation capable of carrying supplies for an election;
- Ability to recruit and train workers;
- Accessible to Poll Manager, Area Manager and election office staff;
- Assists Poll Manager, as directed;
- Assists the Poll Manager with reporting, repacking, or transporting equipment;
- Must be prepared to assume Poll Management responsibilities when requested;
- Accepts duties assigned by Poll Manager;
- Accessible to Poll Manager and Clerks;