



## Poll Manager Duties

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

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

- Processing of Voters
- Electronic Ballot selection
- 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.

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.

### In order to be a Poll Manager, YOU MUST:

- Be a registered voter in Lexington County or an adjoining county (Richland, Aiken, Orangeburg, Newberry, Saluda, or Calhoun); **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
- Be willing and able to work the ENTIRE Election Day, from approximately 6:00 AM until approximately 9:00PM, Polling locations are open from 7am to 7 pm, but set-up and closing pack up after voting require extra time
- Be non-partisan and neutral when working an election
- Poll Managers must 'Not' be related to or 'Work' for any Candidate or Political Party on the ballot