

## ***BECOME A POLL MANAGER***



### ***WORK WITH THE ELECTION PROCESS***

**POLL MANAGERS** have a unique opportunity to serve their community, meet their neighbors, and become involved in the democratic process.

A poll manager's Election Day duties include:

- processing of voters
- ballot distribution
- operation of the voting system
- compliance with election laws and procedures,
- general assistance to voters.

A poll clerk has added supervisory responsibilities.

### **How to Apply**

Persons interested should complete a [Poll Manager's Application](#). By submitting an application, your name will be 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 Executive Director uses this database to contact citizens to fill the vacancy.

### **Compensation**

*A typical poll manager's and poll clerk's compensation for an election is as follows:*

	Poll Manager	Poll Clerk (In charge of the poll)
Poll Training Class**	\$60.00	\$60.00
Working the Day of the Election	\$60.00	\$120
Working the Day of any Subsequent Runoff	\$60.00	\$120

**\*\* NOTICE:** *You must work the polls on the election day in order to receive payment for attending any training class. Pay may vary depending on type of election and task performed.*

### **Qualifications**

***In order to be a poll manager or clerk, YOU MUST:***

1. Be a registered voter in Williamsburg County or an adjoining county (Clarendon, Florence, or Georgetown Counties). 16 or 17 year old can also work as assistant poll manager.)(please see student application)
2. Attend a Poll Manager Training Class before EACH election. Classes are between 2 to 3 hours in length.
3. Be willing and able to work the ENTIRE Election Day, from approximately 5:45AM until approximately 8:00PM.
4. Be non-partisan and neutral when working an election.
5. Not be related to or work for any candidate on the ballot in your assigned precinct.

If you are interested in this opportunity, please complete the attached application. You may fax, email or mail the application to the following address or go online to [www.williamsburgounty.sc.gov](http://www.williamsburgounty.sc.gov) go to the voter registration office website. Download the application from the website, complete it, scan it, and email the application to [vr@wc.sc.gov](mailto:vr@wc.sc.gov). You can download a South Carolina Poll Manager's Handbook also @ [www.scvotes.org](http://www.scvotes.org). (*under poll workers tab*).

Williamsburg County Voter Registration & Elections  
Attn: Precinct Coordinator  
5 Courthouse Square  
Kingstree, SC 29556

When your application is received, you will be added to our mailing list. We will keep you informed of upcoming Poll Manager training sessions and elections. For further information about working the polls, write to the above address or call the Board of Voter Registration at (843) 355-6044 Ext 5751 or Ext 5752

**Thank you for your interest!**

**Additional Information:**

[South Carolina Poll Manager's Handbook](#)



## Voter Registration & Elections Commission

### *Application to Be an Election Worker*

Please complete this entire form:

I am applying to be a:    Poll Manager    Poll Clerk – is in charge of the voting location    Rover/ Polling Location Technician

Full Name as Registered to Vote: \_\_\_\_\_

Voting Precinct(s) or Location(s) Preferred \_\_\_\_\_

Are you currently an elected official in Williamsburg County? \_\_\_\_\_ If yes, who? \_\_\_\_\_

Do you currently work for an elected official in Williamsburg County? \_\_\_\_\_ if yes, who? \_\_\_\_\_

Are you related to an elected official in Williamsburg County? \_\_\_\_\_ if yes, who? \_\_\_\_\_

If yes to above, what is the nature of your relation (i.e. mother, father, sister, brother, aunt, uncle, etc.)? \_\_\_\_\_

Are you an employee of Williamsburg County? \_\_\_\_\_ If yes, which office or department? \_\_\_\_\_

Legal Domicile Residence Address:

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Voter Registration Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cell Phone Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Work Phone Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address: \_\_\_\_\_

#### Signature and Oath

I understand that this form and other payroll documents will be used to build a pool of citizens wishing to serve as election workers for future elections in Williamsburg County, South Carolina and does not automatically mean I will be appointed to work any given election. I understand that the Executive Director of the Registration & Elections Commission will appoint election workers from this pool in accordance with SC Code of Laws 7-13-72.

I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have applied, and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect and defend the Constitution of this State and of the United States. So help me God.

I do solemnly swear (or affirm) that I will conduct every election according to law and will allow no person to vote who is not entitled by law to vote in any election, and I will not unlawfully assist any voter to prepare his ballot and will advise any voter as to how he/she should vote at any election to which I serve as an election worker.

I will notify the Executive Director of the Registration & Elections Commission Immediately of any conflicts of Interest that may impair my impartiality

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date