



## VACANCY ANNOUNCEMENT

**Position:** Poll Workers (Seasonal)  
**Starting Salary:** \$12.50/hr  
**Posting Date:** August 1, 2024

**Department:** Elections & Registration  
**Classification:** Non-Exempt  
**Closing Date:** Continuous

**REVISED 08/01/2024**

### **Job Summary:**

The position is responsible for efficiently processing voters, providing instructions on the proper use of the voting equipment, and effectively solving problems voters may encounter.

### **Major Duties:**

- Poll Workers report to the Poll Managers. They must be accessible to the Poll Manager and Elections Office staff. They may serve as an Assistant Poll Manager in the event of an emergency. Their duties are to be assigned by the Poll Manager.
- On the Monday prior to the Election they may be required to assist setting up the polling location.
- On Election Day, after the last person in line at the close of polls of at 7:00pm they assist the Managerial staff in paperwork preparation and packing of paperwork and equipment to be returned to the Elections Office. Poll Workers may leave when the Poll Manager has dismissed them after the closing procedures have been completed as required by the Poll Manager.
- Poll Workers who receive in person training on how to issue ballots, must be prepared to assume Assistant Management responsibilities, at the request of the Election Office staff or in the event that the Assistant Manager is unavailable to work on Election Day.

### **Minimum Qualifications:**

- You must be a U.S. Citizen, a resident of Habersham County and/or an employee of Habersham County Governments (documentation required)
- A registered Voter
- 16 years of age or older
- Able to read, write and speak the English Language.
- Must have completed any sentence(s) imposed for any prior felony conviction(s) at least 3 years ago.
- Must not be eligible to run for public office and cannot hold a public office, other than a political party office, while serving as a poll worker.
- Must not be a 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 to work as a poll worker in any precinct where that candidate is listed on the ballot.
- Must have access to a computer to complete possible on-line training, and correspond via email with Elections Office staff, supervisor and co-workers.
- Must be able to attend required in person training classes prior to elections.
- Must be capable of conducting fair and unbiased efficient elections for qualified voters of Habersham County.

**To Apply:** Applications can be found online at [www.habershamga.com](http://www.habershamga.com). Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.

Habersham County is an Equal Opportunity Employer.