



## Poll Clerk (Chairman) Duties

Ensure Polling locations are open from 7:00 AM until 7:00 PM on Election Day. Staff are required to arrive at the Polling location at 6:00 AM to assist with setting up the Voting Equipment that must open at 7:00 AM.

### Requirements to be a Poll Clerk, YOU MUST:

- Be a Registered Voter in Lexington County or an adjoining County (Richland, Aiken Orangeburg, Newberry, Saluda, and Calhoun)
- Be willing and able to work the ENTIRE Election Day. Polling locations are open from 7:00 AM to 7:00 PM, but set-up and packing up after voting closes require extra time. Election workers should arrive at their polling location at least 1 hour before the polls open
- Be non-partisan and neutral when working an Election
- Not be related to or work for any Candidate on the ballot
- Attend Clerk and Poll Manager training EACH Election. Classes are approx. 3-4 hours in length 'In-Person'. Some classes are available 'Online'. You MUST work the Election Day to be paid for Training. You MUST complete your training to work Election Day

### Before Election Day

- Attend required training sessions and briefings provided by the Election Commission. Ensure polling location schedules, recruit poll workers, and ensure each worker has completed required training
- Confirm the necessary equipment needed for the Elections, such as seals, scanner, ballot marking devices, extension cords, surge protectors and polling location signs
- Pick up necessary voting supplies the day before the Election

### Election Day

- As a Clerk, you are the overseer of the Polling location and will assign Poll Manager roles
- Ensure completion of Precinct paperwork, finalizing payroll information and have all Poll Managers sign the 'Oaths of Clerks and Managers' Form
- Set up and organize the layout of the Polling location
- Monitoring the flow of traffic to ensure an orderly voting process
- Ensure Poll Workers are processing voters according to procedures
- Available to answer questions on qualifications (i.e. address issues, Provisional and Failsafe Ballots)
- Complying with any instructions according to Title 7 Law
- Ensuring that all Electors are treated impartially and with respect
- Maintaining the Secrecy of the Ballot

### Close of the Poll

- Close the Polls at 7:00 PM
  - Only Voters who are currently 'In Line' when the Polls are closed are allowed to vote by law
- Ensure Closing Checklist is **Complete**
  - Reconciliation Sheet Balanced and Verifying Seals
  - Verify Pay sheet and Oath forms are completed and signed by all Poll Workers
- Equipment and supplies are returned according to Lexington County Voter Registration instructions
- Precinct must be returned to facility standards (cleanliness, setup, order etc.)

You will be working a full day. You must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Staff are not permitted to leave the premises during polling hours on Election Day.

\*The Clerk is not permitted to recruit anyone who is related to or has carried out duties on behalf of any Candidate who is running in the current Election.\*



## LEXINGTON COUNTY REGISTRATION AND ELECTIONS POLL CLERK APPLICATION

Before completing this application, please review the duties & requirements for the position you are applying for.

1. Name: \_\_\_\_\_ DOB: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

4. E-mail \_\_\_\_\_

5. Occupation: \_\_\_\_\_

6. Are you a Registered Voter? \_\_\_\_\_ Voter Registration # \_\_\_\_\_

If so, where? County: \_\_\_\_\_ Precinct: \_\_\_\_\_

7. If your home Precinct is unavailable, are you willing to travel? \_\_\_\_\_

8. Please list your past experience in working at a poll by Precinct and year.

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

### Applicant Oath:

I have read all the Poll Clerk Duties & Requirements and understand that by submitting this application, I am applying to be an Election worker for Elections held in Lexington County. I understand that I will be contacted by a Board Member or the Precinct Coordinator to inquire about my availability for working Elections, scheduling training, etc. Working a specific Precinct location cannot be guaranteed but we will make every effort to place you at your preferred Precinct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Call the **Lexington County Voter Registration and Elections Office** at (803) 785-8361  
or visit at 605 West Main Street, Suite C, Lexington, SC 29072  
if you have any questions.