

# HINDS COUNTY ELECTION COMMISSION

P. O. Box 946  
407 E. Pascagoula Street  
Hinds County Courthouse  
Jackson, Mississippi 39205-0946

Tel. (601) 968-6555

Fax (601) 948-2681

## Poll Manager Job Description

\*All poll workers are called poll managers.

The **Hinds County Board of Elections** is always looking for poll managers to staff precincts throughout the county. Poll managers have a unique opportunity to serve the community, meet their neighbors, and become involved in the election process. They are also compensated \$100 for each election they work and an additional \$20 for attending training. Returning and receiving managers receive an additional \$25 for receiving and returning Election Day equipment. You must work Election Day in order for us to pay you for training. It will take approximately 4-6 weeks after the election to process pay.

### In order to apply, YOU MUST:

- Be a registered voter in Hinds County.
- Be at least 18 years old.
- Be willing and able to attend a training session. Precinct managers must pass an online certification test.
- Be prepared to work the entire Election Day, from 6 a.m. to approximately 8 p.m.
- Be non-partisan and neutral when working an election.

Please see more information below, and return your completed application to our office. You can mail it to the address above, fax it to (601) 948-2681 or email it to: [elections@co.hinds.ms.us](mailto:elections@co.hinds.ms.us).

For further information, contact us at the telephone number above.

### **Essential job functions include:**

- Setting up election equipment inside a designated polling location
- Preparing election equipment as instructed in training sessions
- Maintaining election equipment security throughout the election period
- Thoroughly reviewing and completing all election forms
- Posting prescribed election materials inside and outside of polling location
- Qualifying voters through use of photo ID and poll lists
- Providing instructions and directions to assist voters
- Selecting the correct ballot style for each voter
- Assisting voters (where needed) during the voting process by explaining equipment usage
- Closing the polling location at the end of the voting period
- Retrieving and returning all designated election supplies to the Hinds County Courthouse

### **Knowledge, skills, and abilities:**

- Basic computer skills are necessary
- Excellent interpersonal skills in order to interact and cooperate with co-workers (poll managers and election officials) and to deal effectively and positively with voters, poll watchers, and the general public
- Ability to read, comprehend, and follow Mississippi elections laws and instructions given by the Hinds County Board of Elections
- Lifting and carrying objects weighing up to 20 pounds, such as election equipment, ballots, supply boxes, etc.
- Ability to recognize election issues and to promptly resolve and/or report any issues to the Hinds County Election Commission

### *DISTRICT 1*

James A. Reed  
Office: 601-968-6685

### *DISTRICT 2*

Toni N. Johnson  
Office: 601-968-6557

### *DISTRICT 3*

Zakiya A. Summers  
Office: 601-968-6682

### *DISTRICT 4*

Yvonne Robinson Horton  
Office: 601-968-6556

### *DISTRICT 5*

Connie E. Little  
Office: 601-968-6684

# HINDS COUNTY BOARD OF ELECTIONS

## *Poll Manager Application*

**Please fill out the form completely.**

Are you a registered Mississippi voter? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No Voter Registration Number: _____ (This is located on your voter registration card. If you do not know it, please call the Hinds County Election Commission at (601) 968-6555.)			
CHECK ONE: <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.		Last 4 digits of SS#:	
First Name:	MI:	Last Name:	Suffix:
Street Address:		City, State:	Zip:
Mailing Address (If Different):		City, State:	Zip:
Phone Numbers	Home:	Cell:	
E-mail:			
Date of Birth (MM/DD/YYYY):                    /                    /			

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- Do you have access to a computer with Internet?  Yes  No
- Do you have basic computer skills?  Yes  No
- Can you work at least 12 hours on Election Day?  Yes  No

I affirm that the above information is true and accurate. I am registered to vote in Mississippi. I live in Hinds County. I understand that before I work an election, I must attend a training session and pass the certification test (for returning and receiving managers). I am prepared to provide unbiased, non-partisan assistance to the voters of Hinds County.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Only:**  
 \_\_\_\_\_ Received by  
 \_\_\_\_\_ Date