Floyd County Board of Elections and Registration is responsible for planning and organizing elections, voter registration, and candidate services within the county. The department is comprised of elections, registration, and administrative sections.

EDUCATION/EXPERIENCE, LICENSES, KNOWLEDGE AND SKILLS, PHYSICAL REQUIREMENTS

Poll Clerk Minimum Qualifications:

- **Must be a U.S. Citizen and a resident of Floyd County;**
- **Poll Clerks must be a registered voter in Floyd County;**
- 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 cannot serve as a poll official in any precinct where that candidate is listed on the ballot;
- Poll Official is not eligible to run for public office and cannot hold a public office;
- Must be capable of conducting fair and unbiased efficient elections;
- Must be able to lift at least 15 lbs. and maximum of 50 lbs;
- Will be required to attend an in person training class;
- Able to read, write and speak the English language;
- 16 years of age or older;

Salary Information:
- 125.00 Daily

Work Hours:
- You must report to your assigned polling location by 6:00am and remain until all voters have left and closing procedures are completed;
- At the polling locations, Election Days are approximately 14 hours day;
- You cannot leave the polling location during an Election Day;

Clerk Responsibilities:
Essential Duties:
- On Election Day, after everyone in the line has voted, you must help the Managerial staff repack the paperwork and equipment;
- Clerks must be prepared to assume Assistant Management responsibilities upon request;
- On Monday, prior to Election Day, you may be required to help set up polling location;
- You may leave only when your Poll or Assistant Manager has dismissed you;
- May serve as Assistant Manager in the event of an emergency;
- Must be accessible to Poll Manager and Election office staff;
- Duties to be assigned by the Poll Manager;
- Reports to the Poll Manager;