



Sylvia D. Stephens

Supervisor of Elections
Jackson County, Florida

**WANTED:
POLL WORKERS
TO BE A PART OF THE ELECTION DAY TEAM**

Sylvia D. Stephens, Jackson County Supervisor of Elections is looking for **RESPONSIBLE, NONPARTISAN, HARDWORKING** persons to help with a **VERY IMPORTANT** part of the Election Process....

WHAT ARE POLL WORKERS?

Poll workers are local voters, appointed by the Supervisor of Elections to make up the "ELECTION BOARD" for each precinct. They are responsible for the administration of election procedures in the polling place on Election Day. Poll workers are sworn to see that the election process is administered fairly, efficiently, and according to **FLORIDA STATUTES** and **FEDERAL LAWS**. Being a poll worker is a very important part of the election process and each worker must understand and follow the election laws.

HOW ARE POLL WORKERS SELECTED?

Complete and sign the attached application and return it to the Supervisor of Elections office. When the application is received, your name will be added to our file of those willing to serve. If you are selected to work, you will be sent a letter stating which election and precinct you will be working and the date, time and location of a poll worker class that you are required to attend.

IF YOU ARE HIRED, WHERE WILL YOU WORK?

The Supervisor of Elections will attempt to appoint workers to the precinct in which they live, however, to meet the needs of the election, you may be appointed to a nearby precinct. When you are selected, you will be notified by mail stating which election and precinct you have been assigned to work.

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(850) 482-9652 • FAX (850) 482-9102
email@jacksoncountysoe.org • www.jacksoncountysoe.org

IMPORTANT NOTE: All workers are required to arrive at their assigned precinct by 6:00A.M. on Election Day. You should bring all food, beverages and medications needed for the day as you will not be allowed to leave except in an emergency. You are required by Florida Statutes to remain at your assigned precinct while the polls are open, until all post-election work is completed and the Clerk releases you. When the precinct has been secured and all work has been shared and completed (after 7:00pm), your workday is over. Remember the polling place for voters is open 7:00am until 7:00pm.

WILL THERE BE A TRAINING CLASS?

YES! If you are selected to work, you will be **REQUIRED** to attend a training class (Florida Statutes 102.012.8). Shortly before each election, workers are selected according to the size and expected voter turnout of each precinct. Our office will send each worker a letter with information of the date, time and location of the training class that should be attended.

Florida law requires a minimum number of hours of training: Clerks and Assistant Clerks are required to attend a 3-4 hour class; Inspectors are required to attend a 2-hour class; Deputies need 1-hour.

Note: ALL poll workers, experienced and first time workers MUST attend a training class during the election year.

SPECIAL ABILITIES ARE NECESSARY AND REQUIRED TO BE A POLL WORKER!

YOU MUST:

- Be a citizen of the United States and a registered voter of Jackson County.
- Be able to speak, read and write the English language. Have the ability to use a computer to process voters, give the correct ballot to the voters, and complete certain forms or work at any other assigned duty. Be able to *hear* and *communicate* with workers and voters.
- Have patience and the special ability to deal with the public courteously and efficiently.
- Handle voters with special needs or disabilities with extra patience and diligence.
- Have transportation to the polling place and poll worker training classes.
- Be available to work at a polling place beginning at 6AM and stay until all work is completed. **The Clerk will release you when ALL work is completed.** (Voting hours are 7am to 7pm.)
- There could be *long* periods of sitting and/or standing when extra busy with voters.
- Be able to lift and assemble the voting equipment weighing up to 55 pounds.
- **Refrain from any comments or discussion concerning a voter, a voter's party preference, a candidate or issue, with either a voter or fellow poll worker, while working at the polls. You MUST remain nonpartisan during working hours.**

WHAT POSITIONS ARE AVAILABLE?

Clerk:

This person is in charge of the precinct/polling place. The Clerk should know the correct way to conduct business at the polling place, according to Florida Law, and follow it to the letter. The Clerk should be able to direct the poll workers if a situation arises and be able to answer questions from the voters and help them. The Clerk is directed to call the Elections' Office when further assistance is required.

Clerks are responsible for picking up and returning the precinct ballots and supplies; may assign duties to workers, be familiar with and follow the election laws. *F.S.102.014(1) A Clerk may not work at the polls unless he or she demonstrates a working knowledge of the laws and procedures relating to voter registration, voting system operation, balloting and polling place procedures, and problem-solving and conflict-resolution skills.*

Training for Clerks will last 3-4 hours. The Clerk is responsible for making sure the polling place is ready for Election Day. He or she is responsible for opening up the polling place on Election Day and see that it is left in good condition at the end of the day.

It is mandatory the Clerk return voted ballots and certain supplies to the Supervisor of Elections Office the night of the election and be accompanied by another poll worker.

Assistant Clerk:

This person should know, understand and feel confident enough to carry out any duties as required and directed by the Clerk. The Assistant Clerk will perform regular duties as other poll workers at the polls on Election Day. The Assistant Clerk is responsible to the Clerk. This person will be required to attend the 3-4 hour training with the Clerk.

The Assistant Clerk will assume the Clerk's position in case the appointed clerk is unable to work on Election Day. This person must know the working operation of the polling place. (See Clerk's duties)

Inspector:

This is the person who will process voters using the computer and EViD, check their picture/signature ID, print out the voter's information slip, issue ballots, instruct voters how to use voting equipment when necessary, attend to the ballot box, or any other job as directed by the Clerk. The Inspector is responsible to the Clerk. The Inspector is required to attend 2 hours of training.

Deputy:

The Poll Deputy will be sworn in by the Jackson County Sheriff or his assistant. Poll Deputy duties are mainly **outside** the entrance to the polling place. You will greet and assist the voters, remove any campaign signs within 100 feet of the polling entrance, set up election day instructions, assist in setting up and cleaning up the polling place. The Deputy will maintain order and enforce all laws pertaining to the voting precinct, including those pertaining to solicitation. Weapons are prohibited at polling places. The Deputy is responsible to the Clerk. The Deputy is required to attend 1 hour of training.

WILL I BE PAID?

YES! You will be paid for attending training classes and working Election Day.

Pay for attending training: \$10.00 per Hour

Pay per Election Day:

Clerks - \$200 **Clerks are also paid mileage for picking up and returning ballots and supplies.

Assistant Clerks - \$175

Inspectors and Deputies - \$155

****Every poll worker position is essential on Election Day. Any person selected to work must mark their calendars and keep those days clear of any other appointments, if possible. If a poll worker is absolutely unable to work on any Election Day, our office must be notified immediately so that we may have time to appoint and train another worker.*

Scheduled elections are held every two years in even numbered years. During the presidential year, we have three elections, one in the spring and two in the fall. During the gubernatorial year, we have two elections that are held in the fall.

HOW DO I APPLY?

Complete and return the attached application to:

**SYLVIA D. STEPHENS
JACKSON COUNTY
SUPERVISOR OF ELECTIONS
2851 Jefferson Street
P. O. BOX 6046
MARIANNA, FL 32447
PH#482-9652 FAX#482-9102
www.jacksoncountysoe.org**

pww: 07/12