



*Sylvia D. Stephens*

Supervisor of Elections  
Jackson County, Florida

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

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

### **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?**

A Poll Worker Application must be completed and returned to the Supervisor of Elections office. When the application is received, the information will be added to our file of those willing to serve. Poll workers are chosen to work a specific election by their availability, skills, and willingness to travel. The number of poll workers for each election is determined by the size of the election and the expected voter turnout. Poll workers serve at the will of the Supervisor of Elections and may or may not be assigned to work during every election.

### **HOW WILL A POLL WORKER KNOW IF THEY HAVE BEEN HIRED?**

The Supervisor of Elections will attempt to appoint workers to their voting precinct; however, to meet the needs of the election, workers may be appointed to a different precinct. When an applicant is selected to work, they will be notified by mail showing the assigned job and precinct and the date and time of the mandatory training class they must attend.

### **WILL THERE BE A TRAINING CLASS?**

**YES!** All selected poll workers are **REQUIRED** to attend a training class (Florida Statutes 102.012.8) before each election. Shortly before each election, workers are selected according to the size and expected voter turnout of the upcoming election. Our office will send each worker a letter with information of the date, time, and location of the mandatory training class.

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

**Note: ALL poll workers (experienced and first-time workers) MUST attend a training class before each election if selected to work.**

**Note: If a worker is selected and cannot work the election, they MUST inform the elections office immediately so that another worker can be notified and trained.**

**GUIDELINES REQUIRED TO BE A POLL WORKER!**

- Be a citizen of the United States and a registered voter of Jackson County.
- Be able to speak, read, and write the English language.
- Be able to sit or stand for long periods of time and assist in the set up and break down of the polling room, and assist the Clerk as needed.
- Be able to begin work at 6:00a.m. Election Day and stay until all work is completed, approximately 14 hours. (Voting hours are 7a.m. to 7p.m.)
- **MUST** attend a mandatory training class before each election if selected to work.
- Be comfortable learning new technology and reading and following technical instructions.
- **MUST** be able to deal with the public and co-workers in a courteous, patient, and efficient manner.
- Handle voters with special needs or disabilities with extra patience and diligence.
- Have transportation to the polling place and poll worker training classes and be on time.
- Each worker should bring all food, beverages, and medications needed for the day, as you will not be allowed to leave except in an emergency. (Workers cannot return if they leave.)
- **MUST refrain from any comments or discussion concerning a voter, a voter’s party preference, a candidate, or an issue on the ballot with either a voter or fellow poll worker while working at the polls. Workers MUST remain nonpartisan while working.**

**IF you can affirm to perform as required, please complete the attached application.**

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**WHAT POSITIONS ARE AVAILABLE?**

**Clerk:**

This person oversees the precinct/polling place and should have good supervisory skills. 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 supplies; assigning duties to workers; completing all required paperwork; and being familiar with and following the election laws. A Clerk shall demonstrate 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 the polling place on Election Day and seeing 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 Electronic Voter Precinct Register (EViD) and print voters' ballots. They check the voter's picture/signature ID; print the voter's information slip; print and issue voters' ballots; instruct voters how to use voting equipment when necessary; or any other job as directed by the Clerk. The Inspector is responsible to the Clerk. The Inspector is required to attend 2-3 hours of training.

**Poll Deputy and Ballot Box Attendant:**

The Poll Deputy/Ballot Box Attendant will be sworn in by the Jackson County Sheriff or his assistant. The Poll Deputy and Ballot Box Attendant learn about both positions and will switch out jobs whenever necessary. Both are required to attend 1 hour of training.

Poll Deputy duties are mainly **outside** the entrance to the polling place. The Deputy will greet and assist the voters and remove any campaign signs within 100 feet of the polling entrance. The Deputy will maintain order and allow the appropriate number of voters in line to avoid crowding in the polling room. The Deputy will announce "The Polls are Open" at 7 a.m. and "The Polls are Closed" at 7 p.m. He/she will maintain order and enforce all laws pertaining to the voting precinct, including those pertaining to solicitation.

The Ballot Box Attendant will attend to the ballot box as voters cast their ballot by inserting their voted ballot into the ballot box. The attendant is there to make sure the ballot is cast, and should a notification be shown on the tabulator screen that the ballot is blank or contains an overvoted race, they can instruct the voter how they may correct their ballot. The ballot box attendant also gives the voter their "I Voted" sticker.

The Deputy and Ballot Box Attendant will set up the election day instruction and signage board and assist in setting up and cleaning up the polling place and assist the Clerk as needed. The Deputy and Ballot Box Attendant are responsible to the Clerk.

**Alternate:**

The Alternate is a person hired to be on call on Election Day from 6:00a.m. until 10:00a.m. in case an appointed worker is unable to report to work, and the Alternate is needed to fill in at any affected precinct. If the Alternate is not called, they will be paid for their training class and for being on call. If the Alternate is called, they will be paid for their training class and the amount specified for the job they are called to work. Alternates will attend the same 2-3-hour training class as Inspectors.

**ARE POLL WORKERS PAID?**

**YES!** Workers selected to work Election Day are paid.:

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

Assistant Clerks - \$175

Inspectors, Deputies and Ballot Box Attendants - \$155

Alternates - \$65

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Selected Poll Workers are paid \$10 per hour for each hour of training class. (See box below)

**Note: Poll Workers are paid for attending training classes ONLY IF THEY WORK THE ELECTION THEY HAVE BEEN ASSIGNED OR IF THEY ARE AN ASSIGNED ALTERNATE!**

***\*\*\*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 selected poll worker is 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](http://www.jacksoncountysoe.org)**