

# ***Welcome!***

## ***To the Supervisor of Elections***

***New Poll Worker On-Line Orientation  
Information Presentation  
Course #1***



★ **2010** ★  
**August 24 Primary Election**  
**November 2 General Election**

Ion Sancho

Supervisor of Elections Leon County

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# A little about the Supervisor of Elections Office

The Supervisor of Elections for our county is the Honorable Ion Sancho



Ion was elected to his first term as the Supervisor of Elections for Leon County, Florida in November 1988. He was re-elected in 1992, 1996, 2000, 2004 and 2008.

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# What this Presentation Will Cover...

- Who can be a Poll Worker.
- Who makes up the precinct staff.
- What are the responsibilities.
- What should a new poll worker expect.



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# Why We Do What We Do

- Poll Workers are the Gatekeepers of Democracy. As a Poll Worker, you provide service assisting a voter on Election Day.
- Most Poll Workers find this service a rewarding social aspect.
- You do earn money for training and for working on Election Day.

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# Poll Worker Payment Depends on Position



■ Clerk	\$11.00 per hour
■ Asst Clerk	\$9.25 per hour
■ Technical Asst Clerk	\$9.25 per hour
■ Inspectors	\$7.75 per hour
■ Deputy	\$7.75 per hour
■ Substitutes (not used)	\$30.00 flat rate
■ Attending Class	\$7.75 per hour

# Who Are Poll Workers? You Must Be...

- ✓ **18 Years or Older**
- ✓ **Registered Leon County Voter. *If you are not registered in Leon County, exit now and go to the “Voter Registration” link from our home page.***
- ✓ **Speak, read and write English and are comfortable with numbers and letters.**
  - ✓ **Completed Poll Worker Training Classes. By law, you must attend a training class prior to each Election.**
- ✓ **Like working with the public. This is very important! Voters in Leon County deserve the best voter service we can provide.**
- ✓ **Can work a 14 plus hour day. By law, you cannot leave your polling location once you have signed in.**

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# The Staff Members at the Precinct Include the:

- Clerk
- Technical Assistant Clerk
- Assistant Clerk
- Inspectors
  - Machine Inspectors,  
Privacy Booth and Precinct  
Register Inspectors
- Deputy
- Super Substitutes

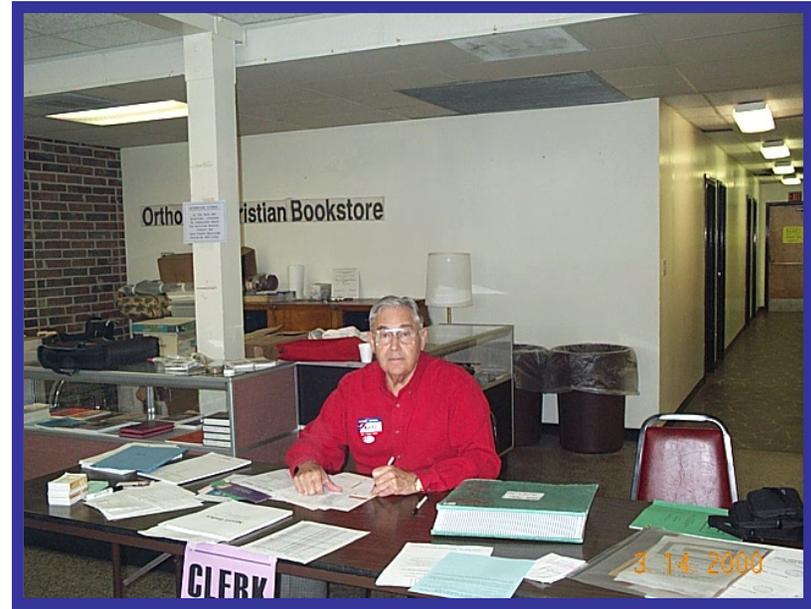


*You do not need to pick a position right now.*

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# The Clerk

- Manages the polling location.
- Is an experienced poll worker. Anyone can work toward becoming a Clerk and you are encouraged to do so.
- Is responsible for the pick up and delivery of some of the supplies needed on Election Day.
- Reconciles the paperwork on Election Night.
- Is a seasoned problem-solver.



# The Assistant Clerk

- The assistant clerk is a clerk in training.
- They are the “assistant managers” of the location helping the clerk.
- In addition to learning the general processes of managing a location on Election Day, the assistant clerk works with the voters to problem solve.
- Is responsible for the accounting of all write-in votes in General Elections.



# The Technical Assistant Clerk

- As the name indicates, this assistant clerk is trained in the more technical aspects of a polling location—specifically the voting machine available for voters with disabilities.
- This assistant clerk is trained separately to learn the specifics of a certain voting machine.
- They must also understand the needs and sensibilities of voters with disabilities.



# Inspectors

- Most Poll Workers start as inspectors. Inspectors form the largest group of election officials on Election Day.
- These election officials work directly with voters throughout the day.
- Happy faces and good customer service a must!
- There are three types of Inspectors.



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# Precinct Register Inspector

- These Inspectors help voters sign in on Election Day.
- You must be able to locate a voter's name and verify the voter's address.
- You must also prepare and hand the voter a paper ballot and an audit ticket and direct the voter to the privacy booths.
- This is one of the most IMPORTANT jobs in a polling location!

# Machine Inspector

- Works with voters who are placing their ballots in our optical scan voting machine.
- Must be willing and able to assist voters in case of technical problems and maintain voter privacy and confidence.
- You will learn how the optical scan voting machine works and how best to help voters.
- You are responsible for accounting for the audit tickets given to you by each voter.



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# Polling Booth Inspector

- This inspector wears many hats! They will fill in for a Precinct Register Inspector or Machine Inspector for breaks.
- They are responsible for setting up and breaking down the privacy booths
- You must check each booth throughout the day to make sure the ballot markers work and that all trash is removed.

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# Deputy

- The Deputy is the Clerk's eyes outside.
- They set up the "Vote Here" signs, place mats so voters won't slip on rainy days and help voters that need assistance into the polling location.
- They keep a watchful eye on solicitors to make sure they meet statutory requirements.
- You are the first person the voter usually meets. A smile is a real plus!



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# Substitutes

- Trained Substitutes are needed every Election.
- You will attend a training class and report to a local Regional Election Center on Election Morning to wait for further instruction.
- Having your own transportation is required.
- If you are not needed that day, you will be released by 9:30 a.m.

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Every attempt is made to place you in your voting precinct. However...

- there might not be a position available in that precinct.
- We need a balance of party affiliations at each precinct.
- The more flexible you are in placement, the more opportunities you will have to work on Election Day.

# Poll Worker Responsibilities



- To attend scheduled training classes. A detailed list of the classes and locations available will be sent to you once you are assigned to a location.
- To arrive at precinct on time. You must be at your polling location by 6 a.m.
- To do their part to ensure fair elections. This means you must do your best to adhere to what you have learned in class and work with your Clerk to assure that voters in Leon County are treated fairly and with respect.

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# Training is Required by Law

- Training provides you the tools to Protects Voter Rights.
- Educates you so that you understand
  - State Election Law, and
  - Standard procedures.
- Provides you hands-on training.
- Discusses the needs of all voters.
- You are paid for training.

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It is important to understand that if you do not attend the classes you cannot work the elections.

- Training will be 2-3 hours depending on your position. The Deputy class is 2 hours, the Inspector class is 2.5 hours and the Clerk/Assistant Clerk class is 3-6 hours
- We will follow up with you about training once you have been assigned to work.
- Paid training, but you must complete the training. If you are more than 30 minutes late you will not be able to enter the classroom. Training is \$7.75 per hour.

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# Upcoming Elections

★ 2010 ★

**August 24 Primary Election**

**November 2 General Election**

- On Election Day you will report to your polling location at 6a.m.
- Once there, you will help with the polling room setup.
- The Clerk will announce the polls are open at 7 a.m. sharp. The polls are open for voting 7a.m. until 7p.m. (unless otherwise directed by our Governor)
- You will help close the polls by packing up supplies, helping the Clerk and Assistant Clerk do their reconciliation paperwork and tidy up.
- You are part of the team! You must stay until everything is done. Only the Clerk can tell you when you may leave.

# Poll Workers Do...

- Remain Non Partisan. This includes how you dress and what topics you discuss.
- Not leave the Precinct.
- Bring Food and Drinks.
- Bring Seat Cushion.
- Bring Medication.
- Dress Comfortably.
- Vote! You will vote like everyone else, either by mail, early voting or at your precinct if you are working at your precinct.

**Dress Code**



**Non Partisan**

**Appropriate**

**Layered**

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# Poll Workers Don't...

- Bring a Newspaper, radio, television or any other electrical device that may have election information broadcast on it. This is to protect you and the voter from what may be perceived as voter intimidation.
- Wear or bring Political items. Designs that include elephants, donkeys or other commonly known political images can intimidate.
- Bring Alcoholic beverages.
- Use their personal cell phones in the presence of voters. If you need to make a call just let your Clerk know and you can leave the polling room.
- Smoke inside the polling room or at the entry/exit door



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# So, what is my next step?



- Please give careful thought to being a Poll Worker. It isn't for everyone. For those of us that love it, we look forward to working every Election.
- Complete the Quick Orientation Quiz. The link is on our website. Fax, mail or email it back to the Supervisor of Elections Office.
- Get involved! If this doesn't feel like the right thing for you, get involved with some other organization. Your county needs you!

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# Questions ?



## Supervisor of Elections Office

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# Receiving Credit for this Course

In order to receive credit for participating in this course, you must complete the quiz.

Go back to the menu and open the Course 1 Quiz. You can email, mail or fax the quiz to the Supervisor of Elections Office.