



The Clay County Supervisor of Elections Office
PO Box 337
Green Cove Springs, Florida 32043

Frequently Asked Questions

Do I get paid for being an Election Worker?

Yes. Election Workers are paid a combined payment for attending training and working on Election Day. The pay rate varies from \$150 to \$225, depending on the assigned position. Applicants are NOT paid to attend orientation.

Who attends orientation?

Anyone interested in being an Election Worker should complete the attached request form and return it to our office. Once we have received your request, we will mail you an invitation to attend Election Worker Orientation. At the orientation, you will receive an overview of Election Worker duties and responsibilities, complete an application and an assessment test.

What type of training is required?

All Election Workers are required to attend a training class before each election. The classes usually begin 6 weeks prior to Election Day. Classes typically last 4 hours. Workers who have not been trained prior to an election are ineligible to participate.

Can family members work in the same precinct?

Family members are assigned at the discretion of the Supervisor of Elections office.

Where will I work on Election Day?

If possible, we schedule Election Workers to work in their home precincts. If all the positions in your home precinct are full, you will be asked to work in another nearby precinct or placed on a standby status until a position becomes available.

What are the hours I will be working?

The polls are open from 7AM to 7PM. All Election Workers must be at their assigned precinct by 6AM on Election Day. The day ends when all voters have been processed and have voted, and all materials have been packed away. Workers are not permitted to leave their assigned precinct on Election Day. A typical day is approximately 14-16 hours.

Did you know that approximately 400 workers are necessary to assist citizens with the voting process on Election Day in Clay County?

Here's how you get involved.....

Job Descriptions

Clerk: Responsible for the efficient operation of the precinct. Additional duties include picking up supplies at the Supervisor of Elections office prior to Election Day and returning specific items to the SOE office after the polls close on Election Day. Must be comfortable with computers and have good management skills.

Assistant Clerk: Assists the Clerk in his/her duties, assumes the role of Clerk if necessary, responsible for the operation of the ADA voting equipment and returns to the SOE office, with the Clerk, after poll closing. Technical and computer aptitude strongly encouraged.

Tabulator: Responsible for the ballot tabulation equipment, instructs and assists voters with proper ballot insertion into the equipment.

EVID Inspector: Greets and processes voters through the electronic voter check-in systems, issues voting pass slips and/or ballots. Computer aptitude encouraged.

Deputy: Maintains order at the precinct, directs and assists voters entering and leaving the polling place. Assists with the setup and breakdown of the polling location. Background checks are performed on all potential deputies.

*****ALL ELECTION WORKERS*****

Must be able to lift up to 30 lbs with assistance.
Be able to read and write the English language.

YES! I am interested in working at the polls on Election Day!

Please send me an invitation to your Election Worker Orientation.

Please return this section to the address listed on the reverse.

FIRST NAME: _____

LAST NAME: _____

ADDRESS: _____

CITY/ZIP: _____

MAILING ADDRESS (IF DIFFERENT): _____

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

E-MAIL: _____

VOTER ID #: _____

ARE YOU CURRENTLY REGISTERED TO VOTE IN CLAY COUNTY? YES OR NO : _____

IF YOU ARE CURRENTLY REGISTERED IN CLAY COUNTY, ARE YOU REQUESTING TO USE THIS REQUEST AS A CHANGE OF RESIDENCE OR MAILING ADDRESS? YES OR NO : _____

SIGNATURE _____

PLEASE SEND ME AN APPLICATION TO UPDATE MY SIGNATURE

- Show your community you care.
- Become involved in your future.
- Be an Election Worker.



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 Green Cove Springs, Florida
 32043
 (904) 269-6350
www.ClayElections.gov

How to Become a Clay County Election Worker

Clay County Elections Office



Chris H. Chambless
Supervisor of Elections

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