

Clay County Election Worker Orientation



**Clay County Supervisor of Elections
Chris H. Chambless
(904) 269-6350
www.ClayElections.com**

Election Dates

- **Presidential Preference
Primary Election** March 17, 2020
- **Primary Election** August 18, 2020
- **General Election** November 3, 2020

Election Workers must...

- ✓ Be a registered voter in Clay County.
- ✓ Be able to speak, read, and write English and be comfortable with numbers and letters.
- ✓ Be able to work a 14 plus hour day.
(You may not leave the precinct and return. If you must leave for an emergency you are not allowed to return).
- ✓ Be able to lift 15 – 30 pounds.
- ✓ Have transportation to the polling place and to training classes.
(On Election Day you will arrive and leave in non-daylight hours).
- ✓ Complete all training prior to each election.
- ✓ Demonstrate a working knowledge of election laws and procedures.
- ✓ Enjoy working with the public. This is very important! Voters in Clay County deserve the best service we can provide.
- ✓ Remain nonpartisan while working at the polls.
- ✓ Refrain from any comments or discussion concerning a voter, a voter's party preference, a candidate or issue while working the polls.
- ✓ Abide by No Smoking policy while at the polling place on Election Day.
- ✓ Be reliable and dedicated to the voting process.
- ✓ Treat everyone with dignity and respect at ALL times.
- ✓ Have an email address and access to a computer and internet.



ELECTION WORKER JOB DESCRIPTIONS

These are only brief descriptions

CLERK:



- ✓ Supervisor of the polling place
- ✓ Responsible for the efficient operation of the precinct
- ✓ Picks up and returns all required items from and to the Elections Office
- ✓ Assigns additional duties as necessary to the election board, including the deputy
- ✓ Performs address and name changes
- ✓ Issues provisional ballots
- ✓ Reconciles ballot usage, completes and maintains all paperwork for the precinct
- ✓ Supervisory and management skills desired

ASSISTANT CLERK:



- ✓ Assists with efficient operation of the precinct
- ✓ Performs address and name changes
- ✓ Issues provisional ballots
- ✓ Assists voters as necessary
- ✓ Returns to the Elections Office with the Clerk at the closing of the polls to return all necessary items
- ✓ Helps Clerk complete all paperwork, reconciliation of ballots
- ✓ Serves as Clerk if the assigned Clerk is unable to perform the job and assumes all duties thereafter
- ✓ Opens and closes the ADA accessible voting machine

EVID INSPECTORS:



- ✓ Greets and processes voters using computerized voter database
- ✓ Sets up and dismantles the polling place
- ✓ Demonstrates voting procedures to voters
- ✓ Assists voters who require additional assistance in voting

TABULATOR :



- ✓ Maintains the optical scan voting equipment
- ✓ Opens and closes the ballot tabulation voting machine (DS200)
- ✓ Instructs voters on proper insertion of ballots into tabulation equipment
- ✓ Transmits election results from the DS200 via modem to the Supervisor of Elections Office

POLL DEPUTY:



- ✓ Assists with setting up and dismantling the polling place
- ✓ Places all outdoor signage as required
- ✓ Marks disabled parking space(s) for voters, if necessary
- ✓ Marks the NO SOLICITATION ZONE
- ✓ Monitors the parking area and the pathways
- ✓ Prompts voters to have identification ready
- ✓ Maintains order at the polls

All Election Workers work under the supervision of the Clerk at the precinct. Election Workers should cooperate with the Clerk at all times and follow the instructions received.

Election Worker Pay

This pay is inclusive of successfully completing all training requirements, and successful completion of Election Day work assignment.

Election pay is based on the job performed.

Clerk	\$225/election
Asst. Clerk	\$195/election
Tab. Insp.	\$150/election
Inspector	\$150/election
Deputy	\$150/election



Election Day pay will be processed approximately 3 weeks after the election. Your check will be mailed to the mailing address on file.

Our Expectation of you, as an Election Worker

- To promptly respond to any mail or email we may send you regarding training classes, working or other matters.
- Attend all required training classes.
- Ask questions.
- Follow the procedures and directions you are given.
- Be respectful of fellow Election Workers, voters and precinct facility staff.
- Be committed to doing your best. You are representing the entire Elections Office at your precinct.

Our Responsibility to You, the Election Worker

- Provide advance notice of upcoming election dates as well as training dates and times.
- Provide adequate training, equipment and supplies for you to perform your duties.
- Provide all Election Workers continued support prior to and on Election Day.

Election Worker Training

- ✓ Approximately 400 Election Workers are needed for each election in Clay County.
- ✓ State law mandates that Election Workers attend training prior to each election.
- ✓ Training classes are 4 hours (Deputy Training is 2 - 3 hours).
 - Topics include
 - Hands-on Training
 - Opening the Polls
 - Processing Voters
 - Closing the Polls
 - Forms and Paperwork
 - Sensitivity and Disability Training
 - Proficiency testing will be part of your training. Some positions will have a written test, while others may be through applied knowledge.

Voting

As an Election Worker, you are required to vote prior to Election Day. We strive to assign you as close to home as possible but it might not be in your home precinct.

- Early Voting: occurs between 8 - 15 days prior to each election.
- Vote by Mail: expect a mail ballot if you are scheduled to work on Election Day.

Once you've completed the application...

You will become part of our pool of prospective Election Workers. Your name will remain active until you request that it be removed. (Election Workers are also removed if they do not respond to any correspondence for more than two years) Not all Election Workers work every election. The number of Election Workers for an election is determined by the size of the election and the expected turnout. Election Workers are chosen to work a specific election by their ability, willingness to travel and the number of workers needed. While we like to keep each Election Board constant throughout an Election Cycle, it is not always possible.

A DAY AT THE POLLS

Election Day at the polling precinct is approximately a 14 hour day for Election Workers. ALL workers must arrive by 6:00AM and help in setting up the election equipment before the polls open at 7:00AM. If this is your first time working at this location, take a “dry run” (in the daylight) before Election Day to locate the facility.

Each Election Worker is assigned and trained for a specific position. The Clerk is in charge and will schedule breaks and lunches, depending on voter traffic. You are not allowed to leave the premises during the day; bring everything you might need (medicine, food, beverage, sweater, etc.). If an emergency arises and you must leave, you may not return to the precinct to finish your assignment.

Everyone must help when the polls close at 7:00PM. It is a reverse process of what took place in the morning plus reconciling vote totals, preparing the ballots to be transported to the Elections Office, etc. Once the polls are closed and the closing procedures are complete, the Clerk will release the Election Workers and everyone will leave together.

Notes:

Contact Information

Clay County Supervisor of Elections Office

500 N. Orange Ave.
Green Cove Springs, FL 32043

(904)269-6350 Phone

(904)284-0935 Fax

Email: ElectionWorker@ClayElections.com

www.Facebook.com
(Search "Clay Elections")

www.Twitter.com/ClayElections

www.YouTube.com/ClayElections

www.Flickr.com/photos/ClayElections

