



**Welcome from**  
**William "Bill" Keen**  
**Sumter County's Supervisor**  
**of Elections**

**It is my honor to serve as your Supervisor of Elections. My office takes pride in serving the citizens of Sumter County, Florida. I want to encourage all citizens to become active and involved in the voting process. In addition to being an active voter, I encourage you to get involved as an Election Worker during our elections. We couldn't be successful without them! Finally, please always vote with confidence and know that my team is here to serve you!**



**FREQUENTLY  
ASKED  
QUESTIONS:**

**Can I work at the same precinct as my spouse?**

Yes. We do everything to make sure you stay together.

**Can I work at my own precinct?**

The Coordinator will try to assign you to work in your precinct, however, it is possible you could be at a different location based on the needs of the county.

**Can I go home for lunch or run an errand during the work day?**

NO. All Election workers are required to remain at their assigned location for the duration of the work day. Election Workers are advised to bring all necessary food and snacks they will need throughout the day with them to the Polling Location.

**What type of training is required to become an Election Worker?**

Per Florida Statute (FS 102.014), Election Workers are required to complete specialized training based on their assigned Election Worker position and training to be able to accommodate the needs of voters during Election Season. Our office provides digital online and "hands on" training.

**Become An  
Election  
Worker**



**Sumter County  
Supervisor of  
Elections**

**William "Bill" Keen**

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## What is Required of an Election Worker?

- ◆ Be a registered voter in Sumter County.
- ◆ **Election Day**-Must be available from 5:45am to approximately 8:00pm (Note: Precincts are open from 7am-7pm)
- ◆ **Early Voting**– Must be available from 8:30am to approximately 6:30pm; split shifts are being offered. (Note: Polls are open from 9am-6pm)
- ◆ Attend Election Workers training classes before the elections.
- ◆ Lift 20-30 lbs of equipment.

## Is There Training?

The Supervisor of Elections will train all Election Workers which includes Clerks, Ballot Inspector, Evid Inspector, Voting Systems Specialist, Ballot Processor, and Deputy.

The Election Workers will be trained in the operation of the election voting equipment, plus their duties and responsibilities as a member of the election board of your precinct.

*REMEMBER:*

*The training is mandatory and will vary from two to four hours.*

## What Will My Responsibilities Be?

- ◆ Report to their assigned locations, based on the times found under “What is Required of an Election Worker?”
- ◆ Prepare the precinct for voting.
- ◆ Set up voting equipment.
- ◆ Greet the voters. Verify their registration and provide them with the appropriate ballot.
- ◆ At the end of the day, close the precinct and prepare election materials for delivery to the Sumter County Supervisor of Elections.

## How Much Will I Be Paid?

CLERK	\$250
CLERK (Early Voting)	\$12.00 hr
BALLOT INSPECTOR	\$180
EVID INSPECTOR	\$180
Voting Systems Specialist	\$180
BALLOT PROCESSOR	\$180
DEPUTY	\$180
ZONE TECHNICIANS	\$275
ALTERNATES	\$40
EARLY VOTING (All Positions)	\$10.00 hr

## How Do I Apply?

- ◆ Go to our website: [www.sumterelections.org](http://www.sumterelections.org)
- ◆ Click on **Election Worker** menu tab.
- ◆ Click on **Election Worker Forms**
- ◆ Fill out the **Application and Availability** forms.
- ◆ Submit each form. Our Election Coordinator will contact you via email as soon as possible with up coming events regarding Election Workers.

## Adopt-A-Precinct

### Requirements

- ◆ Appoint a **contact person** that is available for communication
- ◆ Must be available for the entire election cycle (year)

### Adopt-A-Precinct / Election Workers

- ◆ Registered Sumter County Voter
- ◆ Read and write the English Language
- ◆ Attend training (minimum of 2-5 hrs)
- ◆ Be able to stand or sit for a long period of time

### Benefits of Adopt-A-Precinct

- ◆ Excellent fundraiser for your organization or charity
- ◆ Opportunity to be involved in the election process
- ◆ Make new friends
- ◆ Give a service to others
- ◆ Help further your organization's goals and objectives

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Website:  
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