



**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 a non-partisan 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!



# NOTE

After completing an application and the orientation process, you will become part of our pool of prospective election workers. Your name will remain active until you request that it be removed. Not all election workers work every election. The number of election workers for each election is determined by the size of the election and the expected turnout. Elections workers are chosen to work a specific election by their availability, willingness to travel, and the number of workers needed. While we like to keep an election board constant throughout an election cycle, this can not always be done.

*As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, religion, sex, or national origin. Your signature affirms that you have read and understand the basic requirements and are willing to be considered for an Election Worker position at the will of the Sumter County Supervisor of Elections.*

# Become An Election Worker



## Sumter County Supervisor of Elections

*William "Bill" Keen*

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(352) 569-1540

[www.sumterelections.org](http://www.sumterelections.org)

[info@sumterelections.org](mailto:info@sumterelections.org)

## What is Required of an Election Worker?

- ◆ Be a registered voter in Sumter County
- ◆ **Election Day**-Must be available from 5:45am until work is completed after the closing of the precincts at 7:00pm (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)
- ◆ Lift 20-30 lbs of equipment
- ◆ Ability to read and write English
- ◆ Be 18 years of age
- ◆ Attend Orientation
- ◆ Have an email address and access to a computer and the internet

## Is There Training?

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

The Election Workers will train online using ELM (Election Learning Management System), 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.
- ◆ Be willing to deal with the public in a courteous, patient, and efficient manner
- ◆ At the end of the day, close the precinct and prepare election materials for delivery to the Sumter County Supervisor of Elections.
- ◆ Dress comfortable, proper attire

## How Much Will I Be Paid?

CLERK	\$250
ASST CLERK	\$200
BALLOT INSPECTOR	\$180
EVID INSPECTOR	\$180
VOTING SYSTEM SPECIALIST	\$180
BALLOT PROCESSOR	\$180
DEPUTY	\$180
ZONE TECHNICIANS	\$275
PHONE BANK	\$180
ALTERNATES	\$40
CLERK (Early Voting)	\$12.00 hr
EARLY VOTING (All others)	\$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** (New Workers Only)
- ◆ Fill out **Availability Form** (Est. Workers Only)
- ◆ Fill out **Welcome Back Form** (Est. Workers Only)
- ◆ Submit each form. Our Election Coordinator will contact you via email as soon as possible with up coming events regarding Election Workers.

## 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.

Office:  
(352) 569-1540

Website:  
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