

## 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
- ◆ Submit each form.

## What Happens Next?

After completing an application:

- ◆ You will be contacted via email by our Election Worker Coordinators with upcoming events regarding Election Workers.
- ◆ You can also refer to Our Election Worker Newsletter available on the Election Worker Tab on our website.
- ◆ You will become part of our pool of prospective election workers.
- ◆ You will receive correspondence if you are chosen to work the current elections.

## Please Note

- ◆ 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.
- ◆ Make sure to fill out the Availability form, so we know when you are available to work.
- ◆ Election workers are chosen to work a specific election by their availability, willingness to travel, and the number of workers needed.
- ◆ Your name will remain in the Election Worker Pool until you request that it be removed.

**You can contact an Election Worker Coordinator anytime via email at:**  
[electionworkers@sumterelections.org](mailto:electionworkers@sumterelections.org)

# 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!**



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*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*

7375 Powell Road, Suite #125

Wildwood, FL 34785

(352) 569-1540

[www.sumterelections.org](http://www.sumterelections.org)  
[electionworkers@sumterelections.org](mailto:electionworkers@sumterelections.org)

## What is Required ?

- ◆ Be a registered voter in Sumter County
- ◆ **Early Voting**– Must be available from 8:30am to approximately 6:30pm; (Note: Polls are open from 9am-6pm)
- ◆ **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)
- ◆ Lift 20-30 lbs. of equipment
- ◆ Ability to read and write English
- ◆ Be 18 years of age
- ◆ A valid email address is preferred as that is the primary method of contact

## 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.



## Job Pay and Description

- ◆ **CLERK (\$250):** the person in charge of a polling place.
- ◆ **ASSIST CLERK (\$200):** Assist the Clerk with his/her duties.
- ◆ **BALLOT INSPECTOR (\$180):** Responsible for issuing the ballot to each voter and for ballot reconciliation.
- ◆ **VOTING SYSTEM SPECIALIST (VSS) (\$180):** Responsible for overseeing the set-up, opening, closing, and dismantling of the Voting equipment.
- ◆ **BALLOT PROCESSOR (\$180):** Responsible for retrieving the EVID tickets from voters and assisting them with inserting their ballots into the digital scanner.
- ◆ **EVID INSPECTOR (\$180):** Checks in the voter by checking photo and signature identification.
- ◆ **DEPUTY (\$180):** Responsible for maintaining law and order at the polling place along with the Precinct Clerk. Also, assist voters and monitors the “no solicitation” area of the precinct. Sworn in by the Sheriff’s office.
- ◆ **SUPPORT TECHS (\$275):** Trained to assist assigned precinct with any voting system equipment problems.
- ◆ **PHONE BANK OPERATOR (\$180):** Assist SOE staff with telephone communications.
- ◆ **ALTERNATES (\$40.00):** Train for any of the above position . Then placed in a Pool of Alternate workers to be called on Election Day and /or Early Voting if someone can not fulfill their obligations.

### EARLY VOTING POLL WORKERS PAY:

Clerk / Support Tech	\$12.00 per hour
All Other Positions	\$10.00 per hour



## 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.

## Is Training Provided?

**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.

The Supervisor of Elections will train all Election Workers .

**TRAINING IS MANDATORY  
AND MAY LAST 2 to 4 HOURS**

