

Election Worker Job Descriptions

Precinct Clerk:

In charge of the overall management of the polling place. The Precinct Clerk is responsible for supervising the election team to ensure their duties are performed according to Florida Statutes. The Clerk is trained in all positions and must demonstrate a working knowledge of laws and procedures related to voter registration, voting system operation, ballot accounting, problem solving, and conflict resolution skills.

Assistant Clerk:

Assists the Clerk and is ready and available to serve as the Clerk in the event the Clerk cannot perform their duties. The Assistant Clerk works with the Equipment Operators and EViD Operators with equipment setup, and assists the Help Desk Clerk with the completion of election forms, communicating with the SOE to determine voter eligibility and voter check-in.

Help Desk:

Responsible for assisting the voters with address/name changes including the completion of election forms. Handles the spoiled ballot and the provisional ballot process. Provides answers to voter's questions in accordance with the Florida Law. Uses an electronic poll book (EViD) to check in voters and backup the Inspector/EViD Operators when needed.

Inspector/EViD Operator:

Responsible for the startup/shutdown of the electronic poll books (EViDs), packing/unpacking of supplies, and assembly/disassembly of voting booths. Uses the electronic poll book (EViD) to verify a voter's eligibility. Confirms a voter's identity using the photo and signature ID and ensures the correct ballot style is given to the voter. The EViD Operator is also trained in the spoiled ballot process and sends voters with additional needs to the Help Desk.

Ballot Monitor:

Responsible for maintaining the supply of ballots to the Inspectors/Evid Operators, and the overall accounting of the ballot stock delivered to the precinct. Must confirm ballot supply prior to the opening of the polls and complete a ballot accounting form after the polls close. The Ballot Monitor is also trained in EViD operation and ballot distribution and may perform those roles as backup whenever the Clerk deems it necessary.

Voting Equipment Operator:

Responsible for the operation of the Voting Equipment (DS200) and ballot marking device (Express Vote). Assists with the assembly/disassembly of voting booths, arranging of tables/chairs, and taping down electrical cords. The Equipment Operator is on their feet most of the day, is stationed near the DS200, instructs voters on the proper method of inserting ballots, and assists voters with the use of the ballot marking device (ExpressVote). Responsible for packing and securing ballots after the polls close.

Deputy:

Responsible for maintaining order outside the polling place. Poll Deputies do not have arrest powers or carry weapons. Assists with the assembly/disassembly of voting booths, arranging of tables/chairs, and taping down electrical cords. The Deputy places precinct signs outside, sets and marks the 150' No Solicitation Zone, and monitors the zone for compliance. Deputies are on their feet most of the day. The Deputy opens the door for all voters and reminds voters to have their ID ready. They direct everyone with questions to the Help Desk.