

## Office of the Supervisor of Elections Poll Worker Frequently Asked Questions (FAQs)

### 1. What are the requirements for becoming a Poll Worker?

Any prospective poll worker for the Office of the Supervisor of Elections must:

- Be a registered or pre-registered voter in Miami-Dade County
- Be able to read and write the English language
- Complete the I-9 employment eligibility verification form (new poll workers only)
- Attend mandatory training prior to each election
- Have excellent customer service skills
- Be respectful of all voters
- Represent the Office of the Supervisor of Elections in a professional manner
- Be able to work long hours
- Remain nonpartisan while at the polls
- Have transportation to and from the polls
- Have a valid email address

### 2. How do I apply to be a poll worker?

- Review our poll worker information [here](#)
- Apply through our online [Election Day Poll Worker Application](#)
- (or) Contact our Scheduling Section at 305.499.8448 to complete your application over the phone

*^Note: A representative from our Scheduling Section will contact you regarding “New Poll Worker Training” once your application information is processed, verified and new poll worker classes become available.*

### 3. Is there an age restriction to becoming a Poll Worker?

The only restriction affecting age is that the poll worker must be registered to vote in Miami-Dade County or *pre-registered* to vote (if under the age of 18). For information on voter registration, please see our [website](#).

### 4. What information is needed to complete the Poll Worker Application?

In order to process your application fully, we will need the following:

- Full Name
- Date of Birth
- Social Security Number (SSN)
- Address
- Phone Number(s)
- Voter Registration #
- Valid Email Address

### 5. What are the different Poll Worker positions\*?

#### **Clerk**

- Supervises the election board
- Responsible for completing required paperwork before the polls open and after they close
- Reports to the Collection Center with specified supplies after the polls close

#### **Assistant Clerk**

- Must be familiar with all Clerk procedures to assist the Clerk, or take over for the Clerk if needed
- Responsible for ballot distribution

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### **Check-in/EViD Inspector**

- Asks voter for identification
- Scans acceptable forms of ID or manually enters voter's information on the check-in system
- Confirms voter information in the Evid is accurate and current
- Sends the voter to the Ballot Table or to the Election Specialist, if needed
- If the voter needs to vote on the ExpressVote, will call the Election Specialist to assist

### **Ballot Table Inspector**

- Issues the voter their appropriate ballot
- Records and confirms the number of ballot pages the voter will receive

### **DS300 Inspector**

- Assists voter in making sure they are satisfied with their voting selections before the voter uses the DS300 (tabulator) to submit their ballot
- Troubleshoots ballot jams and other minor, technical issues

### **Deputy**

- Maintains the 150' no-solicitation boundary, maintains order outside the polling place, as well as the 75' exit polling boundary
- Responsible for the flow of voter traffic in and out of the poll
- Checks the wait time hourly by providing a sheet to the last voter in line every hour on the hour. If there is no voter, the sheet is given directly to the EViD Inspector.

***\*Important: All poll workers, regardless of their position, are responsible for the setup of the equipment and supplies at their assigned precincts on the Monday before their assigned election and after the polls close on Election Day.***

#### **6. What are the work hours?**

All Poll Workers must report on Monday to setup the polling location. Then, must be at their assigned polling place at 5:30 a.m. on Tuesday, Election Day. Polls close at 7:00 p.m. or when the last voter has left the precinct. Additional time will be required post-closing. Poll Workers assigned to a polling location are expected to remain there for the entire day.

#### **7. Is this a paid position?**

Election Day poll workers are paid a **stipend** (i.e. not an hourly wage) for training, Pre-Election set-up and Election Day duties based on the position they are assigned. The complete [Poll Worker Payment Schedule](#) outlines poll worker pay by position.

#### **8. When will I get paid for working an Election?**

All poll worker checks are mailed three to four weeks *after* working an assigned election. Checks are mailed to the residential address or mailing address on file with Elections; therefore, it is very important you make sure to keep your address with us current. **Importantly**, you must attend training **and** perform your required Election Day duties in order to be paid.

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9. **Will I be assigned to work close to home?**

Our office makes every attempt to place you as close to your home precinct as possible; however, since precinct assignments are based on need, poll workers **may** be assigned to work at other locations.

10. **Can a poll worker work more than one election in a year?**

**Yes.** If there are multiple elections during the year, a poll worker may be assigned to work more than one election. Please refer to our [Election Calendar](#) for election dates and locations. Trainings will be scheduled as needed depending on the dates and overall staffing needs of each election.

11. **I am a county employee. How do I become a poll worker?**

Yes, pending departmental approval. Please refer to your DPR for more information.

12. **Can we refer friends and relatives to apply to be a Poll Worker?**

**Yes!** We value and **encourage** personal referrals.