SAMPLE COUNTY
Supervisor of Elections
Fictional office for demonstration

POLL WORKER INFORMATION SESSION

Help Your Neighbors Vote

What it's like to be a poll worker: the hours, the pay, the training, and the day itself



What does a poll worker do?

Poll workers run the polling place during early voting and on Election Day. You work as part of a small election team.



Inspector

Checks voters in, hands out ballots, runs equipment, and helps voters.



Clerk

Leads the polling place team and makes sure the rules are followed. Clerks get extra training.



Other roles

Depending on the county: equipment manager, ballot manager, or assistant.



A deputy sheriff is also on site whenever the polls are open, to keep good order.

Can I be a poll worker?

Florida law says each poll worker must:

- **Be a registered voter in the county where you serve**
  Or be 16 or 17 and preregistered to vote in that county
- **Be able to read and write English**
- **Finish poll worker training before each election**
  Even if you've worked elections before
- **Not be a candidate with an opponent on the ballot**



No experience needed

Your Supervisor of Elections trains you before every election.



Mixed teams, by law

No team may be all one party, except in a primary where only one party has candidates on the ballot.

How long is Election Day?

6 a.m.

The team arrives to set up the polling place

7 a.m.–7 p.m.

Polls are open. Anyone in line at 7 p.m. still gets to vote.

13+ hours

A full day, from setup through closing and counting

Worried about the long day? Ask Sample County whether shorter shifts are available.

How does early voting work?

In elections with state or federal races:

8–12 hours

Each early voting site is open 8 to 12 hours a day

8 days

Required: from the 10th day through the 3rd day (Saturday) before Election Day

Up to 14 days

The Supervisor may add up to 5 earlier days and the Sunday before Election Day

Days and hours vary by county and by site. Ask Sample County about early voting shifts.

Is it paid?

Yes. Poll workers are paid for their work.

- **Paid by the county.** Florida law says the Supervisor of Elections pays each clerk and inspector.
- **Rates vary.** Each county sets its own pay rates.
- **Training can be paid, too.** Florida law lets counties pay poll workers, plus travel costs, for required training.

Sample County pay rates

Each Florida county sets its own pay and training schedule. For current Sample County rates, call the Poll Worker Office:

(555) 010-0100

samplecounty.example/pollworkers

What training do I need?

Everyone trains before every election, even people who have done it before. Your Supervisor of Elections teaches it using a statewide course.

2 hours

Minimum for inspectors, before each election

3 hours

Minimum for clerks, before each election. Clerks must also show they know the rules.

Disability sensitivity

Every poll worker also takes this course each election cycle.

Training covers your duties: checking in voters, handling ballots, running the equipment, and solving problems. The state's manual is also kept at every polling place.

What Election Day looks like

6 a.m.



Set up

Take the oath. Set up booths, equipment, and signs.

7 a.m.



Polls open

The clerk announces that voting has begun.

All day



Help voters

Check voters in, hand out ballots, and answer questions.

7 p.m.



Polls close

Everyone already in line still gets to vote.

After close



Close out

Lock the equipment, count ballots, and return supplies.

Early voting days follow the same pattern, with hours set for each site.

What you'll do

Check voters in

Check photo ID, find the voter on the list, and compare signatures.

Hand out the right ballot

Match each ballot to the voter's address (and party, in a primary).

Help voters who ask

Explain the equipment. Help voters with disabilities or language needs.

Protect privacy

Keep booths private, and check them for left-behind items.

Keep it fair and calm

Stay neutral, treat every voter the same, and take problems to the clerk.

Close and count

Help account for every ballot before the team goes home.

The ground rules

Do

- Wear your poll worker badge so voters can find you
- Treat every voter with the same respect and patience
- Keep your focus on voters. Avoid using your personal phone.
- Ask the clerk when you're not sure what to do

Don't

- Wear campaign buttons, shirts, hats, or other political items
- Talk about candidates, parties, or issues with anyone at the polls
- Leave campaign materials where people can see them
- Take photos in the polling room

Voters may wear campaign gear while they vote. Poll workers on duty may not.

Common worries, answered

What if I make a mistake?

You're never on your own. The clerk leads, the team settles questions together, and the elections office is a phone call away.

What if a voter isn't on the list?

There are clear steps. If a voter's eligibility can't be confirmed, they can still vote a provisional ballot.

What if someone gets upset?

Training covers how to stay calm and help. The clerk and a deputy sheriff back you up.

I'm not great with technology.

Training covers the equipment, and every polling place has a step-by-step manual for it.

Ready to help your neighbors vote?

Poll workers help their neighbors vote during early voting and on Election Day.

Apply online

samplecounty.example/pollworkers

Questions? Call the Poll Worker Office

(555) 010-0100



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References

Polling Place Procedures Manual (DS-DE 11, July 2024)	dos.fl.gov/media/708161/final-ds-de-11-manual.pdf
Where the state posts the manual	dos.fl.gov/elections/forms-publications/forms/forms-incorporated-in-rule/
Rule 1S-2.034, F.A.C. (adopts the manual)	flrules.org/gateway/ruleNo.asp?id=1S-2.034
Florida Statutes, sections (Online Sunshine)	97.041, 100.011, 101.657, 102.012, 102.014, 102.021
Sample County SOE: become a poll worker	samplecounty.example/pollworkers

Links checked September 27, 2026. Sample County is fictional.