



# PRACTICE MAKES PERFECT LAB

## WHAT TO EXPECT

Dear Poll Worker:

The *Practice Makes Perfect Lab* was first implemented during the 2012 Primary Election. Since 2012, over 1,700 Poll Workers have voluntarily invested their personal time to participate in the Lab review sessions. The *Practice Makes Perfect Lab* provides the opportunity for you to review procedures and receive hands on training in a self-paced learning environment. The Lab does not take the place of mandatory training, but serves to reinforce key Election Day practices.

The Lab will allow you to practice set up and closing procedures on voting equipment and test your knowledge of common issues you might encounter on Election Day. Whether you are a Ballot Box Inspector or a Precinct Tech, my staff and Regional Support Specialists are available to answer any questions.

The *Practice Makes Perfect Lab* is conducted at the Government Center, Building C. If you are interested in participating in the Practice Makes Perfect Lab, please register on-line at [www.VoteBrevard.com](http://www.VoteBrevard.com).

Thank you for your dedication and commitment to serve the voters of Brevard County.

Warm Regards,

*Lori Scott*

- Staffed by Brevard County Supervisor of Elections staff and Regional Support Specialists
- Small group setting
- Self-paced! Take the time you need to review voting equipment and procedures
- Practice opening and closing procedures
- Hands on access to all Election Day supplies
- Simulate voter check in scenarios

Register at [www.VoteBrevard.com](http://www.VoteBrevard.com)

Saturday, August 13th 10:00 a.m.— 6:00 p.m.  
 Sunday, August 14th 10:00 a.m.— 6:00 p.m.

Select *Poll Worker* tab, then select *Register for Class*. Classes will run every 1 1/2 hours.

# PRACTICE MAKES PERFECT!



## POLL WORKER QUALIFICATIONS

The Supervisor of Elections is committed to employing highly skilled, competent, and customer service oriented individuals to fulfill its mission of conducting open, fair and secure elections for the voters of Brevard County.

- Be a registered voter in Brevard County
- Be able to work a 15-hour day
- Be able to lift 15 to 30 pounds
- Be composed of members representing more than one political party



## TRAINING REQUIREMENTS

Florida law requires all poll workers to attend **mandatory training** prior to each election. Training is provided at locations throughout the county and lasts from two to three hours, depending on the position.

[www.VoteBrevard.com](http://www.VoteBrevard.com)



# POLL WORKER POSITIONS

## **CLERK:**

Manages all operations at the polling place in accordance with Florida law and has additional responsibilities before Election Day. Must be comfortable working with electronic equipment. Performs opening and closing procedures, oversees voting process, ensures order is maintained, and communicates with SOE office to resolve voter eligibility issues. Processes voters at Assistance Table through an electronic poll book.

## **PRECINCT TECH:**

Responsible for troubleshooting all voting equipment at the polling place. Must possess a general working knowledge of electronic equipment. Provides assistance to voters requiring use of the AutoMARK (ballot marking device). Responsible for the set up and shut down of assigned voting equipment.

## **PRECINCT DEPUTY:**

Posts and removes all necessary signs and is stationed outside the polling location entrance. Enforces no solicitation within 100' of polling entrance, maintains order, and assists voters outside polling place. Alternates position with Inside Deputy as necessary.

**INSIDE DEPUTY:** Assists the Precinct Deputy in posting and removal of all signs and 100' measurement requirements. Stationed inside the polling place. Ensures orderly flow inside the polling room and removes any items left by voters inside voting booths or the polling room. Alternates position with Precinct Deputy as necessary.

**EVID OPERATOR:** Assists the Precinct Tech in set up and shut down of assigned voting equipment. Must be comfortable working with electronic equipment. Greets and instructs voters on the voting process. Processes voters at check-in through an electronic poll book. Ensures that each voter signs the signature pad and is issued a voting pass. Directs voters requiring additional assistance to the Voter Assistance Table.

## **BALLOT BOX INSPECTOR:**

Assists the Clerk in set up and shut down of assigned voting equipment. Must be comfortable working with electronic equipment. Stationed at the Ballot Box to instruct voters on how to use the voting equipment and assists in troubleshooting. Collects privacy folders from voters who have cast their ballot and hands out "I Voted" stickers. Has additional responsibilities after the polls close.

## **BALLOT DISTRIBUTOR:**

Maintains proper ballot accountability; receives voting pass from voters and ensures the voter receives their specific precinct ballot. Provides instructions to voters on the proper way to mark their ballot. Has additional responsibilities after the polls close.

## 2016 PRIMARY ELECTION LAB

**Saturday, August 13th** 10:00 a.m. — 6:00 p.m.  
**Sunday, August 14th** 10:00 a.m. — 6:00 p.m.



Precinct Clerks mastering Election Day paperwork.



Practice makes EVID voter check-in perfect!

### FOR MORE INFORMATION CONTACT:

Supervisor of Elections - Poll Worker Manager

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[www.VoteBrevard.com](http://www.VoteBrevard.com)

# Brevard County

# 2016 Primary Election

# POLLWORKER PRACTICE MAKES PERFECT LAB



[VoteBrevard.com](http://VoteBrevard.com)