

JOB PROFILE

POLL WORKER: ASSISTANT CLERK

Description

The assistant clerk is the alternate lead Election Board member at the polling location. He or she is responsible for following election law and procedures. Additionally, the assistant clerk is (in the absence of the clerk) responsible for accurate documentation of the election day process, reconciliation of ballots, and security of equipment and ballots. The assistant clerk handles any issues that rise above the responsibility of the inspector and deputy.

Purpose

The purpose of the assistant clerk position is to assist in leading the election board in following election law and voting procedures to ensure a safe, secure and accessible election. He or she maintains a well-managed operation of the polling location. The assistant clerk is responsible for the adherence to and consistent execution of election law procedures. In absence of the clerk, the assistant clerk serves as the “point person” for the assigned polling location for the Supervisor of Elections.

Terms and Definitions

Election Board – Comprised of Clerk, Assistant Clerk, Inspectors.

Poll Worker Training – Assistant Clerks must complete Clerk training prior to each election.

Job Rotation Schedule – Inspectors rotate through job duties throughout election day and are provided breaks and a lunch. The assistant clerk or lead inspector may be asked to develop and/or carry out schedule.

Opening and Closing Task Delegation – The clerk may ask the assistant clerk or lead inspector to delegate the opening and closing tasks to election board members.

Electronic Poll Book (EPB) – This device holds a real-time database of registered voters. It is used to check in voters and issue a ballot for them to vote.

Tabulator – This device allows for a voter to cast his/her vote secretly and securely. The clerk has the security code and keys to open and close the tabulator.

ExpressVote – This device is an ADA-approved ballot marking device. The clerk has the security code and keys to ready the machine for ballot marking.

Clerk Supply and EPB Pick Ups – Clerks have designated days to pick up the clerk bag, transfer case and EPBs prior to election day.

Ballot Reconciliation – The clerk (or assistant clerk in the clerk’s absence) is responsible for reconciling all voted and unvoted ballots according to the Precinct Report Form, results tape from the tabulator and the number of check-ins from the EPBs.

Observers – Anyone who wishes to watch the opening and closing procedures without interfering with the process; no ID or pre-registration necessary.

Poll Watchers – Individuals are to register with the SOE under a party, candidate or issue; deputy and clerk are provided with list of names; only one poll watcher per party/candidate/issue (designated badge color) may be in the polling room at the same time.

Procedures

In the absence of the clerk, the assistant clerk leads the election board by communicating frequently and well in advance of election day. He or she organizes the setup of the polling room the day before the election and may have the assistant clerk or lead inspector delegate opening and closing tasks that are not necessary for a clerk to complete. The clerk completes all security tasks and assists with voter issues. He or she may need to call the phone bank (SOE office) if further assistance is required. After all closing tasks are completed, the clerk and another member of the election board will transport secure materials to the designated SOE office’s receiving board.

Guiding Florida Statute(s)

101.043, 101.045, 101.048, 101.051, 101.111, 101.131, 101.23, 101.24, 101.49, 101.5608, 101.5610, 101.5613, 101.5614, 102.012, 102.014, 102.031, 102.071, 102.101