

## **JOB PROFILE**

### **POLL WORKER: INSPECTOR**

#### **Description**

The inspector verifies voters' identification and assigned precinct. He or she issues the correct ballot to the voter for secret and secure marking and casting of the ballot. The inspector provides assistance when asked and provides instructions to the voters.

#### **Purpose**

The inspector ensures that registered voters can safely, secretly and securely cast their ballot in their registered precinct on election day.

#### **Terms and Definitions**

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

*Poll Worker Training* – Inspectors must complete Inspector training prior to each election.

*Job Rotation Schedule* – Inspectors rotate through job duties throughout election day and are provided breaks and a lunch.

*Opening and Closing Task Delegation* – The clerk (or designee) will delegate required 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.

*ExpressVote* – This device is an ADA-approved ballot marking device.

#### **Procedures**

Inspectors are responsible for opening and closing tasks as assigned. Inspectors rotate through a variety of duties, including voter check-in, ballot runner, tabulator, greeter, line expeditor.

#### **Guiding Florida Statute(s)**

101.043, 101.045, 101.051, 101.23, 101.49, 101.5610, 102.012, 102.014