



Poll Worker News

MEET YOUR ELECTION TEAM: *The Registration Department*

The registration department provides customer service, answers and directs incoming phone calls, maintains all voter records, provides lists from which identification cards and poll lists are generated, processes incoming mail, and assists with outreach programs and poll worker training. They also scan in voting history following each election, and keep informed of the Election Laws of the State of Florida.



Vi Thornburg, Registration Services Coordinator, is responsible for all activities of the Registration Department, and training of registration personnel, including temporary workers. Vi has served Polk County's voters since 1995.



Kathleen Minshew, an Election Specialist III who has served since 1997, is responsible for data entry, verification and imaging, and removal of voters from our records when notified of deaths or out of county relocations.



Sally V. Runda, an Elections Specialist III who has served since 1998, is responsible for data entry and verification, customer service, and assisting with street research and production of an updated training manual for the Registration Department.



Theresa Garcia, also an Elections Specialist III, is responsible for compiling office correspondence, checking voter eligibility, handling e-mail and inactivations, and supervising phone bank operators on Election Day. Theresa has also served since 1998.



Michele Suggs, an Elections Specialist III, who has served since 1999, is responsible for mail processing, incomplete registration notifications, distribution to other counties, data entry, customer service, monthly reports, and scanning voter history following elections.



Lucy Harrison, Election Specialist III, is responsible for data entry, verification and imaging, customer service, and supervises the phone bank operators on Election Day. Lucy has served since 2000.



Sabrina L. Kirby, Election Specialist II, is responsible for providing customer service, data entry, processing duplicate registrations, and mailing voter identification cards. Sabrina has served since 2002.



Annette Figueroa, an Elections Specialist II who has also served since 2002, is responsible for data entry, customer service, translating forms and assisting Spanish-speaking customers, and processing confirmation notices, pre-registrations, and cancellations.

Top 10 list

REMINDERS FOR POLLWORKERS

1. Remember to vote!
2. Open and close on time.
3. Be professional and courteous.
4. Respect the facility.
5. Have a clear understanding of your responsibilities and ask for help when needed.
6. Understand and uphold voter's rights and help them understand their responsibilities.
7. Keep ballots secure and records accurate.
8. Write clearly.
9. Never turn a voter away.
10. Be proud of your service to your community!

News Notes

YOUR VOTER RECORD . . .

Moving? New phone number? New e-mail address? Florida Law requires that you keep your voter record up to date. As a poll worker, we also want to make sure we can notify you of training and work opportunities. Call us at 534-5858, or e-mail pjleiva@polkelections.com to update your record.

KEEP YOUR INFORMATION

PRIVATE . . . A new Florida Law makes voter registration information public record. While this information was always available to candidates and local government, now anyone

can access your voter data. People who are currently or formerly employed in certain occupations have the right to keep some information confidential. For more information, visit our website at www.polkelections.com. Select "Printable Forms" from the right-hand column, then select "Confidential Records Request Form." Or call us at 534-5888 for a copy of the brochure.

PREFERENCES . . .

If you're interested in a different position, or would prefer to work in another precinct, now is the time to let us know. Call us at 534-5858 or e-mail pjleiva@polkelections.com.

LORI EDWARDS
Polk County Supervisor of Elections
P.O. Box 1460
Bartow, Florida 33830-1460

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MUNICIPAL ELECTIONS



Kudos are in order for all those who worked the fall municipal elections in Lakeland, Auburndale, and Winter Haven. Voter compliments were abundant, complaints were mostly limited to city limit disputes, ballot accounting and other forms were nearly perfect, and supply return went exceptionally smooth—even in the pouring rain!

We are very proud to announce that our results transmission rate for the City of Lakeland December 6th Runoff Election was 100% for the first time in the history of using the Accu-Vote equipment. Outstanding! Ballot Box Inspectors and Precinct Clerks deserve a huge pat on the back!

Municipal Election Day on April 4th will include cities from around the county. Precinct Clerks will be notified of work and training opportunities.


Looking for New Poll Workers!



We'll soon be announcing dates and locations for a series of poll worker recruitment events, but wanted to remind you to keep an eye out for neighbors, friends, and family who may have the customer service skills needed to serve at the polls. Bilingual poll workers, especially folks who speak Spanish, and folks with basic computer skills are particularly needed. Keep your eyes open—when you see good service workers at stores, restaurants, libraries, etc., ask them if they've ever considered serving as a poll worker! Let's build our team with the cream of the crop!

NEW VOTING EQUIPMENT FOR THE VISUALLY IMPAIRED

The Help America Vote Act of 2002 (HAVA), requires that every polling place be equipped with at least one piece of voting equipment that can be used by a visually impaired voter to cast their ballot without assistance.

The Polk County Board of County Commissioners recently voted to purchase the Diebold TSX Touchscreen  to meet this need. This easy to use product offers touch screen, audio, and keypad controls, and will be available to assist not only voters with visual impairments, but also those who have difficulty reading.

We'll be announcing dates and locations to try out this new equipment, and will also be looking for poll workers interested in operating the equipment on Election Day. The ideal candidate for the job will be comfortable working with individuals with disabilities, as well as electronic equipment, and able to easily and safely lift at least 30 lbs.

ADDITIONAL WORK OPPORTUNITIES

Early voting has quickly become a popular and convenient way for our citizens to vote; so if you love being a poll worker and working one election day is just not enough, we have the job for you. We will open several locations throughout the county beginning 15 days and ending 2 days prior to election day. If you're interested in serving at one of our early voting sites, please call Judy Walker at 534-5888 for more information.

