

Early Voting

Early Voting will be available prior to the March 21, 2023 First Election. All Poll Workers should either vote by mail or vote early!

2023 Elections Calendar

First Election
March 21, 2023
Books close
February 21, 2023

2023 Elections Calendar

General Election
May 16, 2023
Books close
April 17, 2023

STAFF EMAIL CONTACTS FOR POLL WORKER'S USE. ALL POLL WORKERS ARE EXPECTED TO HAVE A FUNCTIONING EMAIL.

ANGELIA WIGGINS – EDUCATION SPECIALIST	awiggins@duvalelections.gov
AUTUMN CATO – EARLY VOTING	autumnf@duvalelections.gov
GREG CLARK - OUTREACH DIRECTOR	gaclark@duvalelections.gov
ROBERT PHILLIPS – CHIEF ELECTIONS OFFICER	phillips@duvalelections.gov
ARZADA HAYNES – VOTER SERVICES DIRECTOR	ahaynes@duvalelections.gov
DAVID HESTER – ELECTION CENTER AND FACILITIES DIRECTOR	dhester@duvalelections.gov
SOMMER SALLETTE – PAYROLL	shinson@duvalelections.gov

LEAVE IT BETTER THAN YOU FOUND IT

Our Polling Precinct Facilities are key to the successful administration of our elections

REMEMBER:

- ALWAYS TREAT FACILITY STAFF MEMBERS AT OUR POLLING PRECINCTS WITH RESPECT AND GRATITUDE
- IF YOU ARE UNHAPPY WITH SOMETHING AT THE FACILITY PRECINCT CONTACT OUR STAFF FIRST AND LET US ADDRESS
- ALWAYS LEAVE THE POLLING PRECINCT BETTER THAN YOU FOUND IT



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MIKE HOGAN, Supervisor of Elections, 105 East Monroe Street, Jacksonville, FL 32202

The Poll Worker

BALLOT BOX

Important *Information*

**Training Class Registration
Portal Is Open Now**

Precinct Managers and Assistant Managers: Soon, you should receive by email, information regarding Zoom Training Opportunities. However, all Precinct Managers and Assistant Managers should still register to take one of the training classes listed in this Ballot Box. Details to come.

Training Update

2023 March First Election:

All Precinct Managers, Assistant Managers and Experienced Inspector Techs must attend a 3 hour training session prior to the March 21 First Election.

All new Inspector Techs must attend a 3.5 hour classroom training session prior to the March 21 First Election.

All new or experienced Deputies must attend a 1.5 hour classroom training session prior to the March 21 First Election.

All experienced poll workers **being promoted to Manager or Assistant Manager** must take the 7 hour New Manager and Assistant Manager classroom training session.

Training for the March 21 First Election will begin on January 17, 2023, and run through March 2, 2023.

Note: If you have not successfully completed training by March 2, 2023, you will not be assigned to work in the March 21 First Election.

How to Register for Managers and Asst. Mgrs, Deputies and Inspector Techs

To register, go to **www.duvalelections.gov**, scroll down, click on **POLL WORKERS** on the left hand side, and click on **REGISTER FOR A CLASS** from the menu that appears. On the next screen, click again

on **REGISTER FOR A CLASS**. On the next screen click on **ELECTION WORKER PORTAL**. Your VOTER REGISTRATION NUMBER is both your user name and password. Have this handy before you register. You will enter your voter registration number here for both your user name and password then click LOGIN. PLEASE DO NOT make any changes to your user name or password.

Now you are at the screen where you register for your class. Select your class by clicking on ENROLL to the right of the class you want to take. You will see the ENROLL switch to the word WITHDRAW. THIS MEANS YOU ARE NOW ENROLLED IN THAT CLASS. You will see the number of the seats remaining drop by one which means you have been assigned a seat. Should you wish to withdraw, simply click on WITHDRAW and you will be removed from that class. Once enrolled, then show up thirty minutes early to check in for your class's assigned time. **It is imperative that you arrive on time for your training class. Arriving late disrupts the class and you may have to be rescheduled.**

PRECINCT MANAGERS and ASSISTANT MANAGERS enroll in an **EXP MANAGER AND ASSISTANT MANAGERS CLASSROOM COURSE**. EXPERIENCED INSPECTOR TECHS should enroll in an **EXP INSPECTOR TECHS CLASSROOM COURSE**. NEW INSPECTOR TECHS should enroll in a **NEW INSPECTOR TECHS CLASSROOM COURSE**. DEPUTIES, whether experienced or new, enroll in a **DEPUTY CLASSROOM COURSE**.

Please arrive 30 minutes early for your class to allow time for the check-in process.

Training...Where?

All training classes will be conducted at the Elections Center located at: 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218

For directions to the location, visit our website at: www.duvalelections.gov or call (904) 255-VOTE (8683)

Important Training *Information*

Training Class Registration Portal Is Open Now

Training Schedule for the March 21, First Election

All Training will be held at the Elections Center, 1 Imeson Park Blvd. Bldg. 100, Jacksonville, FL 32218

Experienced Managers and Assistant Managers (3 Hour Training)

Tuesday	January 24	5:30 PM
Friday	January 27	9:00 AM
Monday	January 30	1:00 PM
Tuesday	February 7	1:00 PM
Saturday	February 11	9:00 AM
Thursday	February 16	9:00 AM
Wednesday	February 22	9:00 AM
Thursday	February 23	1:00 PM
Saturday	February 25	9:00 AM
Monday	February 27	1:00 PM
Tuesday	February 28	1:00 PM

New Managers (7 Hour Training)

Wednesday	February 1	9:00 AM
Wednesday	February 15	9:00 AM

Mock Precinct Practice Time
(now by appointment only. Sign up on the registration portal).

All dates have these times available,
11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM, 3:00 PM.

Monday	March 6
Tuesday	March 7
Wednesday	March 8
Thursday	March 9
Friday	March 10

Experienced Inspector Techs (3 Hour Training)

Tuesday	January 17	9:00 AM
Tuesday	January 17	1:00 PM
Thursday	January 19	1:00 PM
Thursday	January 19	5:30 PM
Saturday	January 21	9:00 AM
Wednesday	January 25	1:00 PM
Saturday	January 28	9:00 AM
Tuesday	January 31	1:00 PM
Tuesday	January 31	5:30 PM
Thursday	February 2	1:00 PM
Friday	February 3	9:00 AM
Saturday	February 4	9:00 AM
Monday	February 6	1:00 PM
Wednesday	February 8	1:00 PM
Friday	February 10	9:00 AM
Friday	February 10	1:00 PM
Monday	February 13	9:00 AM
Monday	February 13	1:00 PM
Tuesday	February 14	9:00 AM
Tuesday	February 14	1:00 PM
Thursday	February 16	1:00 PM
Friday	February 17	9:00 AM
Tuesday	February 21	9:00 AM
Tuesday	February 21	1:00 PM
Wednesday	February 22	1:00 PM
Thursday	February 23	5:30 PM
Friday	February 24	9:00 AM
Saturday	February 25	9:00 AM
Monday	February 27	1:00 PM

New Inspector Techs (3.5 Hour Training)

Wednesday	January 18	9:00 AM
Friday	January 20	9:00 AM
Monday	January 23	1:00 PM
Thursday	January 26	1:00 PM
Saturday	January 28	9:00 AM
Tuesday	February 7	5:30 PM
Thursday	February 9	1:00 PM
Wednesday	February 15	1:00 PM
Friday	February 17	9:00 AM

Deputy (1.5 Hours Training)

Tuesday	January 24	10:00 AM
Wednesday	January 25	10:00 AM
Wednesday	February 1	10:00 AM
Thursday	February 9	10:00 AM
Saturday	February 11	10:00 AM
Wednesday	February 15	10:00 AM
Friday	February 24	10:00 AM

See back of page for Early Voting and Supervised Voting class schedules.

Important Training *Information*

Supervised Voting is for those who live in nursing or retirement facilities. The ballots are brought to the participating residents and assistance is given when requested.

Are you interested in being a part of the Supervised Voting program?

You must...

- Be an experienced Duval County poll worker having worked at least two full Election Days.
- Have great customer service skills.
- Have your own form of transportation. (City transportation not acceptable)
- Able to work on your feet for two to four hours.
- Have current email address that you check regularly.

Supervised Voting (2 Hour Training)

Monday	January 23	12:00 PM
Friday	January 27	10:00 AM

Early Voting is for all Duval County registered voters.

We staff these two week periods with teams of our poll workers on rotating shifts.

You must...

- Have worked at least two consecutive full Election Days.
- Have great customer service skills.
- Have your own form of transportation. (City transportation not acceptable)
- Able to work 3-4 consecutive days.
- Have current email address that you check regularly.

All Poll Workers who are eligible, to work Early Voting, will have to take Early Voting Training for the March 21, 2023 First Election. You will also have to take your Election Day Training.

Early Voting (2 Hour Training)

All poll workers who qualify and wish to work Early Voting must take an Early Voting training class.

Wednesday	January 18	11:00 AM
Thursday	January 19	10:00 AM
Friday	January 20	10:00 AM
Saturday	January 21	10:00 AM
Tuesday	January 24	6:00 PM
Thursday	January 26	10:00 AM
Monday	January 30	11:00 AM
Tuesday	January 31	6:00 PM
Thursday	February 2	10:00 AM
Friday	February 3	11:00 AM
Saturday	February 4	10:00 AM
Monday	February 6	11:00 AM
Tuesday	February 7	6:00 PM
Wednesday	February 8	10:00 AM



POLL WORKER RECRUITMENT IS AN ONGOING PROCESS.

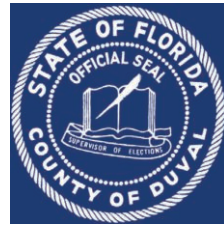
As a valued Duval County Poll Worker you are our greatest outreach when it comes to poll worker recruitment.

Whether you are a Precinct Manager, Assistant Manager, Inspector Tech or Deputy, we thank you in advance for always looking to help us recruit future poll workers. Our Director of Community Outreach & Events, Greg Clark, with the collaboration of other staff takes the lead for us in coordinating our poll worker recruitment efforts. Greg has a tri-fold brochure to help us in this ongoing effort. If you would like to get a few of these brochures to distribute in your travels around town, reach out to Greg at gaclark@duvalelections.gov or give him a call on his cell at 904-742-1277. He will be happy to provide you these brochures and thank you in person for your poll worker recruitment help.

RETIREMENT CONGRATULATIONS

We offer hearty congratulations to our own Dave Seamans. On Friday, November 18th Dave retired after serving the Duval County Supervisor of Elections Office and Jacksonville's voters for more than 20 years. If you're curious, that means Dave worked the past 59 elections. He began working in our main office, but he transitioned to our election warehouse many years ago. With attention to detail like none other, Dave's dedication to our poll workers, our polling precincts, his fellow staff members, and Duval County's voters will truly be missed. Please join us as we wish Dave and his wife, Monica, a wonderful retirement!





SERVE & EARN

as a Duval County POLL WORKER

Your Duval County Supervisor of Elections Office is looking for qualified registered voters to serve & earn by working as poll workers for our upcoming March 21, 2023 First Election and our May 16, 2023 General Election.

You must:

- * Be a citizen of the United States and registered to vote in Duval County.
- * Have your own transportation.
- * Be comfortable working with a computer and maintain a personal email address.
- * Be able to speak, read and write the English language.
- * Be able to start work at 6:00 am and work 14 or more hours on Election Day.
- * Be willing to work at any precinct in Duval County.

For more information, visit our website at www.duval elections.gov.

Election Day Pay Begins at \$215

Sign up today by visiting www.duval elections.gov and click on the Poll Workers tab and fill out the Poll Worker application form. For any questions please email Greg Clark at gaclark@duval elections.gov

Early Voting

Early Voting is for all Duval County registered voters.

We staff Early Voting with teams of our poll workers on rotating shifts.

All Poll Workers who are eligible, to work Early Voting, will have to take Early Voting Training for the March 21, 2023 First Election. You will also have to take your Election Day Training.

DUVAL COUNTY EARLY VOTING SITES

2023 March 21 First Election

Early Voting runs March 6 – March 19, 2023

SUPERVISOR OF ELECTIONS MAIN OFFICE EARLY VOTING HOURS M-F 8:00 A.M. – 5:00 P.M. Sat-Sun 10:00 A.M. – 6:00 P.M. 105 East Monroe Street Jacksonville, FL 32202	
All Early Voting Sites below will be open 10:00 A.M. – 6:00 P.M.	
ARGYLE BRANCH LIBRARY 7973 Old Middleburg Road S. Jacksonville, FL 32222	OCEANWAY COMMUNITY CENTER 12215 Sago Avenue West Jacksonville, FL 32218
BEACHES BRANCH LIBRARY 600 3 rd Street Neptune Beach, FL 32266	PABLO CREEK REGIONAL LIBRARY 13295 Beach Boulevard Jacksonville, FL 32246
BRADHAM & BROOKS BRANCH LIBRARY 1755 Edgewood Avenue West Jacksonville, FL 32208	REGENCY SQUARE BRANCH LIBRARY 9900 Regency Square Boulevard Jacksonville, FL 32225
FSCJ – DEERWOOD CENTER 9911 Old Baymeadows Rd. Jacksonville, FL 32256	SAN MARCO BRANCH LIBRARY 1513 LaSalle Street Jacksonville, FL 32207
JOSEPH LEE COMMUNITY CENTER 5120 Perry St. Jacksonville, FL 32208	SOUTH MANDARIN BRANCH LIBRARY 12125 San Jose Boulevard Jacksonville, FL 32223
HIGHLANDS REGIONAL LIBRARY 1826 Dunn Avenue Jacksonville, FL 32218	SOUTHEAST REGIONAL LIBRARY 10599 Deerwood Park Boulevard Jacksonville, FL 32256
LEGENDS COMMUNITY CENTER 5130 Soutel Drive Jacksonville, FL 32208	UNIVERSITY PARK BRANCH LIBRARY 3435 University Boulevard North Jacksonville, FL 32277
MANDARIN BRANCH LIBRARY 3330 Kori Road Jacksonville, FL 32257	WEBB WESCONNETT REGIONAL LIBRARY 6887 103 rd Street Jacksonville, FL 32210
MURRAY HILL UNITED METHODIST CHURCH 4101 College St Jacksonville, FL 32205	WEST BRANCH LIBRARY 1425 Chaffee Road South Jacksonville, FL 32221

Supervised Voting

Supervised Voting will take place for the March 21, 2023 First Election. There will be Supervised Voting classes. If you are qualified and wish to work Supervised Voting, please register for your associated class via the training portal.

The Poll Worker **Winter 2023**

BALLOT BOX

Mike Hogan, Duval County Supervisor of Elections

105 East Monroe Street
Jacksonville, FL 32202
(904) 255-VOTE (8683)
www.duvalelections.gov

2023 Elections Calendar

First Election

March 21, 2023
Books close
February 21, 2023

General Election

May 16, 2023
Books close
April 17, 2023

Special Note

Please be sure to
bring your Binder/Poll
Worker Manual
when you come to
attend your training
class.



“Our mission is to preserve
the liberty and the right
to vote for all citizens
by providing honest, fair,
accurate, and accessible
elections with transparency
and integrity.”

– Mike Hogan

Mike's Message

You are all amazing! Think about it we just finished 4 countywide elections in less than 11 months. I believe that is a record that won't be broken and yet, we have 2 more countywide elections between now and May 16, 2023.

In the next few weeks, my staff will be evaluating every aspect of the election processes to identify our successes and failures in the August and November elections. We would love your input. If you have any thoughts, suggestions, concerns or questions please email me at mhogan@duvalelections.gov. Be sure to write on the subject line of the email "PW Issues". I would appreciate it if you would do so quickly as training is only a few weeks away.

Thank you for your great service to the voter citizens of Duval County, the State of Florida, and the nation.

I wish you all a Merry Christmas, a Happy Hanukkah, and a Wonderful New Year

Yours very truly,

Mike Hogan
Supervisor of Elections