

REQUIREMENTS FOR TEMPORARY STAFF PLACEMENT

EARLY VOTING WORKERS

PALM BEACH COUNTY SUPERVISOR OF ELECTIONS

Location: SOE Main Office 4301 Cherry Road, West Palm Beach, FL 33409

Positions: Early Voting Election Workers

Number of Staff Provided: 1000

Dates Needed: September 09, 2024 – November 5, 2024

Statement of Work – The Supervisor of Elections will refer Early Voting candidates to the agency. Therefore, no recruitment is required on the part of the agency. The Early Voting candidate will be onboarded by the agency and paid as an employee of the agency.

This position will attend training provided by the SOE to fulfill the duties of Early Voting Poll Workers and Election Day Workers. This position is also **required** to work as a poll worker on Election Day as well as during the Early Voting period (Election Day pay will be through the SOE office). This is an hourly position for Early Voting, which may include weekends and overtime. Hours will be from 6:00 am until the last voter has voted and the Clerk dismisses the staff after 7 pm. The workers will be assigned to various early voting locations throughout Palm Beach County at the discretion of the SOE.

Agency Requirements:

- The agency will perform background checks as part of the onboarding to the agency
- The agency will offer its best rate considering the SOE is referring staff for payroll administration. There is no recruitment required.
- Submit all proposals to nichole@VotePalmBeach.gov by September 9, 2024.