

Duties While Voting Location is Open

The Lead will assign people to each position. Jobs should be rotated throughout the day. Remember we are all in this together, help each other.

Check-in Clerks

1

Look up voter in Voter Processing Module on laptop.
Issue voter ballot for "Here" (live - no envelope) or "To Go" (in an envelope)
If the ballot is "To Go" print Dymo label and affix it to ballot return envelope
Direct voter to Same Day/Provisional Station, if necessary
Direct voter to Ballot Pick Up Station

Same Day/Provisional Clerk

2

Look up voter in Voter Processing Module on laptop.
Determine which type of envelope voter needs: Same Day (yellow) or Provisional (pink)
Print provisional label and attaches to appropriate envelope
Complete your side of the envelope and then ask voter to complete their side
Direct voter to Ballot Pick Up Station

Ballot on Demand Printing Clerk

3

Print ballots as necessary
Maintain supply of blank ballot paper
Monitor ballot inventory

Ballot Pick Up Clerks

4

Retrieve Voter Information Sheet print out from printer
Confirm with voter their name, precinct number and ballot type
Ask voter if they want to vote a paper ballot or on the Tablet
If paper: pull correct precinct ballot for voter - be sure to get both (2) cards
Hand voter either a ballot or Tablet ID card
Direct voter to Tablet Clerk or voting booth

Tablet Clerks

5

Receive Tablet ID card from voter
Slash through Tablet ID card with the red sharpie place in white envelope
Ask voter if they would like any accessible features
Activate ballot on Tablet - voter can select English or Spanish
When voter is done voting, direct voter to ballot box

Exit/Ballot Box Clerk

6

Monitor Ballot Box by exit door at all times
Hand out "I Voted" stickers

Outside Ballot Drop Box Clerks

7

Monitor outdoor Ballot Box on wheels for voters to drop off their mailed ballot in an envelope - never leave box unattended!
Retrieve ballots in envelopes from voters from their car if requested
Hand out "I Voted" stickers