



Yavapai County Elections

Ballot Marking Device Clerk

Job Summary



BALLOT MARKING DEVICE CLERK (BMD Clerk) –

Responsible for assisting voters who are voting using the Ballot Marking Device (BMD)

- Must be registered to vote in Yavapai County
- Sets up the BMD following the instructions
 - Confirms that the Machine Info Report printed
 - Confirms that the Machine Open Report printed
- Uses the Voter Ticket to pull up correct ballot for each BMD voter
- Answers voter questions regarding the use of the BMD
- Directs voters to take their ballot printed by the BMD and insert it into the Ballot Box or Provisional Envelope
- Places **ALL voter receipt tickets & QR code tickets** into the voter ticket envelope
- Completes closing tasks per duty card
 - Closes voting on all BMDs, and locks and seals them in the transfer cases
 - With the Inspector, completes the required reports
- Assists others with closing procedures as needed

This job summary is not comprehensive. Comprehensive job descriptions are included in online Poll Worker training and in the Duty Cards provided to all our Poll Workers.