



Yavapai County Elections

BALLOT MARKING DEVICE CLERK

JOB SUMMARY

BALLOT MARKING DEVICE CLERK (BMD Clerk)

Responsible for giving assistance to voters using the Ballot Marking Device (BMD)

- May be registered as any party or unaffiliated
- Assist EDT with:
 - Machine Info Report
 - Machine Open Report
 - Machine Close Report
- Use the QR code or provisional voter tickets to pull up correct ballot for each BMD voter
- Answer voter questions regarding the use of the BMD
- Direct voters to take their printed BMD ballot and insert it into the Ballot Box or provisional envelope
- Place ALL QR code and voter tickets into the Voter Ticket Envelope
- Complete closing tasks per duty card
- Assist others with closing procedures as needed

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