



# Yavapai County Elections



## Election Day Technician

### Job Summary

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**ELECTION DAY TECHNICIAN (EDT)** – Responsible for providing on-site assistance with setup, breakdown, and troubleshooting of electronic equipment, and technical assistance to the Poll Workers

- Must be registered to vote in Yavapai County
- Assists the Inspector and Poll Workers with setting up all Election Equipment
- Provides technical and troubleshooting assistance throughout the day
- Serves as the lead Poll Book Clerk and is an Advanced User
- Notifies the Call Center and fills out the required reports to document any malfunctioning or damaged Poll Books, Ballot Marking Devices, BODs, or networking equipment, even if the situation is resolved
  - Uses the Poll Book's Trouble Ticket feature to report issues to the Call Center
- Assists the Provisional Clerk, as assigned
- Prints the Poll List from their Electronic Poll Book (EPB) at the end of the night
- Performs assigned closing procedures and assists others 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.**