



Yavapai County Elections

Electronic Poll Book Clerk

Job Summary



Electronic Poll Book Clerk (EPB Clerk) - Will check voters into the Vote Center using the Electronic Poll Books (EPBs)

- Must be registered to vote in Yavapai County, or may be a student
- Helps setup and arrange the Vote Center
- Sets up Poll Book
- Gets confirmation from the EDT that the Call Center has confirmed the network connection
- Makes sure Poll Book is connected to the Ballot on Demand (BOD) printer
- Checks the voters' I.D.
- Uses the EPB to process voters into the Vote Center
- Makes sure to offer the voter a choice of a Paper Ballot or to vote on the Ballot Marking Device (BMD)
- Gives the voter their Voter Ticket
- Directs voters to the correct Poll Worker to get their ballot
- Completes closing tasks per duty card
 - **Puts the poll book into its transfer case and seals the case**
- 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.