



Yavapai County Elections

ELECTRONIC POLL BOOK CLERK

JOB SUMMARY

POLL BOOK CLERK (EPB CLERK)

Responsible for checking in voters using the Electronic Poll Books (EPBs)

- May be registered as any party, unaffiliated, or a student
- Help setup and arrange the Vote Center
- Check the voters' identification
- Use the EPB to process voters into the Vote Center
- Make sure to offer the voter a choice of printed Paper Ballot or to vote on the Ballot Marking Device (BMD)
- Give the voter their Voter Ticket
- Direct voter where to go to exchange their voter ticket for a ballot
- Direct voters requesting a Sample Ballot to the Advanced Table
- Work with the EDT and Marshal on wait times
- 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.