



# Yavapai County Elections

## Marshal Job Summary



**MARSHAL** – Responsible for maintaining order throughout the Vote Center

- Must be registered to vote in Yavapai County
- Must **be the opposite party as the Inspector**
- Can't have changed party affiliation since the last General Election
- Sets up, monitors, and takes down all signs inside and outside of the Vote Center
- Sets up and takes down all ADA equipment provided
- Announces the opening of the Polls promptly at 6:00 a.m.
- Patrols the Vote Center inside and outside to check for any electioneering taking place within the 75-Foot Limit
  - If anyone electioneers within the 75-Foot Limit, asks them to move outside the limit and notifies the Inspector
  - Cleans up any electioneering materials left inside a voting booth after a voter has left
- Voter line management - keeps track of voter wait times and informs the Inspector if the wait time is longer than 15 minutes
- Announces the closing of the Polls at the designated times
  - **7:00 p.m.** – Stands behind the last person in line to mark the end of the line. Announces that the polls are **closed**.
- Performs assigned closing procedures and assist 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.**