



Yavapai County Elections

MARSHAL JOB SUMMARY

MARSHAL

Responsible for maintaining order and ensuring the
Vote center is ADA accessible

- Must be registered as a Democrat or Republican
 - Must be the opposite party of the Inspector
 - May not have changed party affiliation since the last General Election
 - Sets up, monitors, and takes down all signs inside and outside of Vote Center
 - Set up and take down all ADA equipment provided
 - Announce the opening of the Polls promptly at 6:00 a.m.
 - Patrol 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
 - Responsible for voter line management
 - Directs voters that have an Early Ballot with an affidavit envelope to the advanced table
 - Directs voters that have an Early Ballot with NO affidavit envelope to stay in line as they are required to vote an Election Day Ballot
 - Work with the EPB Clerk and EDT on wait times
 - Announce 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. Announce that the polls are closed.
- All voters in line when Polls close (in front of the Marshal) are allowed to vote. Any voters who enter the line behind the Marshal are too late and are not permitted to vote.*
- Complete closing tasks per duty card
 - Perform Inspector assigned procedures and assist others 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.