



Yavapai County Elections

Provisional Clerk Job Summary



PROVISIONAL CLERK – Responsible for assisting voters who are voting a Provisional or Conditional Provisional Ballot

- Must be registered to vote in Yavapai County
- Uses an Electronic Poll Book (EPB) to process provisional voters
- Prepares the Provisional envelope per requirements
- Ensures that all Provisional voters return their ballot to the Provisional Ballot station, rather than placing it in the regular ballot box
- Has voter place the envelope containing their ballot into the Alternate Ballot Box
- Presents the voter with the Pink Provisional Receipt
- 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.