



Yavapai County Elections

PROVISIONAL CLERK JOB SUMMARY

PROVISIONAL CLERK

Responsible for assisting voters who are voting a Provisional Ballot

- May **be registered as any party or unaffiliated**
- Is an advanced user
- Use 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 Advanced table
- Instruct voter to place the envelope containing their provisional ballot into the Alternate Ballot Box
- Give the voter white provisional receipt
- 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.