



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** (ARS § 16-531).
- Use an Electronic Poll Book (EPB) to process provisional voters.
- Prepares the provisional envelope per requirements.
- Instructs voter to place the envelope containing their provisional ballot into the Alternate Ballot Box.
- Give the voter provisional receipt.
- Complete closing tasks.
- Assist others with closing procedures as needed.

This job summary is not comprehensive. Comprehensive job descriptions are available in the Poll Worker Manual.