



## Provisional Ballot Attendant

### Length of Assignment

- Varies by assignment

### Compensation

- \$12.50 per hour

### Reports To

- Chief Deputy of Elections / Election Operations Manager

### Locations

- Carson City Community Center
- Stewart Colony Wellness Center (*Election Day only*)
- Additional polling places as assigned

### Position Summary

- The Provisional Ballot Attendant assists voters who must vote provisionally when eligibility cannot be confirmed at check-in. This role ensures accuracy, professionalism, and compliance with election laws while protecting voter rights.

### Schedule

- Election Day and/or early voting periods
- Flexible shifts; punctuality is essential

### Key Responsibilities

- Identify voters requiring provisional ballots.



## **Provisional Ballot Attendant**

- Explain the provisional voting process clearly and respectfully.
- Assist with completing the Provisional Ballot Affidavit accurately.
- Issue and secure provisional ballots per chain-of-custody rules.
- Provide instructions for checking ballot status.
- Maintain accurate documentation and report irregularities promptly.

### **Qualifications**

- Strong attention to detail and ability to follow procedures.
- Excellent communication and patience with voters.
- Neutral and nonpartisan behavior at all times.
- Ability to work long shifts during election periods.
- Completion of mandatory training on provisional voting laws.