



## Poll Book Clerk

### 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

This role requires exceptional customer service and attention to detail. Using an iPad-based electronic poll book, the clerk will accurately check in voters, verify eligibility, and issue ballots in compliance with election procedures while assisting voters courteously.

### Key Responsibilities

- **Greet and Assist Voters:** Provide clear, professional instructions and manage each interaction respectfully.
- **Poll Book Check-In:**
  - Use the electronic poll book to look up voter information.
  - Scan the sample ballot barcode or manually enter voter details.



## Poll Book Clerk

- **Verify Voter Information:**
  - Confirm identity and eligibility.
  - Ensure voters are at the correct polling location.
- **Issue Ballots:**
  - Follow step-by-step instructions on the iPad to issue the correct ballot.
  - Provide voting instructions without influencing choices.
  - Direct voters to the appropriate line to cast their ballot.

## Qualifications

- Strong attention to detail and ability to follow strict procedures.
- Excellent communication and customer service skills.
- Ability to remain alert and professional throughout the shift.
- Physical ability to stand or sit for extended periods.
- Must meet state eligibility requirements for election workers.

## Work Schedule

- Election Day and/or early voting periods.
- Shifts may vary; punctuality and reliability are essential.