



Check-In Station Clerk

Length of Assignment:

- Varies by assignment

Compensation:

- \$12.50 per hour

Reports To:

- Chief Deputy of Elections / Elections Operations Manager

Locations:

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

Position Summary:

- Check-In Station Clerks play a vital role in greeting voters, verifying eligibility, and ensuring a smooth check-in process at polling locations. This position is essential for maintaining accuracy, efficiency, and compliance during voter check-in.

Key Responsibilities:

- Operate an iPad to check in voters quickly and accurately.
- Verify voter eligibility by reviewing voter information and confirming identification as required by election laws.
- Direct voters to the correct line or voting station.
- Provide clear instructions regarding the next steps in the voting process.



Check-In Station Clerk

- Maintain confidentiality and security of voter information at all times.
- Assist with minor technical issues on check-in devices and escalate problems as needed.
- Ensure compliance with all election procedures and guidelines.
- Monitor for election rule compliance, including prohibiting political attire or campaign materials inside polling locations.

Qualifications:

- **Technology Skills:** Ability to operate an iPad and basic troubleshooting.
- **Attention to Detail:** Accurately verify voter information and eligibility.
- **Communication Skills:** Provide clear instructions and interact respectfully with voters.
- **Impartiality:** Maintain neutrality and avoid political discussions or influence.
- **Customer Service:** Handle questions and concerns professionally and courteously.
- **Problem-Solving:** Address minor technical issues and escalate when necessary.
- **Reliability:** Arrive on time and complete assigned shifts.