

Poll Clerk

As a Poll Clerk, I provide a friendly atmosphere for voters as they come into the voting place.

I remind voters to prepare their required IDs and ensure the free flow of voter traffic as they proceed to the registration desks.

I am safety-minded and ensure all voters and workers on site are following proper safety protocols.

I can also help voters who have additional accessibility needs at the voting station.

My duties include:

- ✓ Greet voters and ask for voter identification
- ✓ Assist with voting location setup and opening procedures
- ✓ Confirm that the voter is at their correct voting location
- ✓ Direct voters to the voting area
- ✓ Assist voters as needed
- ✓ Assist with various duties.
- ✓ Remain at the location until all closing procedures have been completed
- ✓ Ensure supplies for voting are replenished if required
- ✓ Assist in packing supplies and taking down the polling location at the close of polls

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