

WHAT ARE THE RESPONSIBILITIES OF AN ELECTION CLERK?

Working under the supervision of the polling place judge, election clerks may assist with the following duties:

- Organizing the polling place before the polls open.
- Ensuring that qualified voters are permitted to vote.
- Checking in and processing voters.
- Distributing ballots to registered voters.
- Providing instructions and assistance to voters.
- Answering voters' questions.
- Explaining the use of the voting equipment.
- Maintaining order in the polling place on Election Day.
- Obtaining results after the polls are closed and closing the polling place.
- Serving as an interpreter for voters who speak a language other than English.

Election clerks work for local election boards, handling tasks such as locating voter names on rosters, obtaining voter signatures, providing instructions to voters, and setting up polling places.

Open the Polls

As an election clerk, you are responsible for assisting other election staff with opening the poll site. You must arrive at least an hour before the polls open to the public. Election clerks must put up voter signs inside and outside of the building, set up equipment, and organize tables before voters arrive to the site.

Assist Voters

Election clerks assist voters in a variety of ways, including providing instructions about the voting process and directing them to the right table to cast a ballot. When voters first enter the polling area, clerks are responsible for locating their names on the registration list. They also assist handicapped voters by guiding them to different areas in the polling site.