

PINAL COUNTY ARIZONA ELECTIONS DEPARTMENT

Election Board Worker Job Description

CLERK

JOB SUMMARY

This is a temporary position within Pinal County Elections and is assigned to a precinct polling place. Clerks are the first poll worker, or election board member, a voter will encounter at the polling place. Clerks will help the voter with the check-in process, verify identification, determine voter eligibility, and answer questions about voting and elections.

TYPICAL DUTIES:

- Provide exceptional customer service to every voter.
- Verify acceptable identification presented by voter.
- Utilize electronic poll pad to check-in voter.
- Determine which method voter will cast ballot based on identification, or lack of, presented at check-in.
- Perform thorough searches in voter registration database and utilize alternate search methods to locate voter registration.
- Explain the process to obtain, complete, and deposit ballot in to official ballot box.
- Answer questions, provide directions to other polling places, and inform voters about election processes and laws.
- Assist with set-up and tear down of all voting equipment, booths, tables, chairs, and supplies.

REQUIREMENTS:

- Must be a Pinal County registered voter.
- Not be a candidate for office in the election.
- Not be related to candidates on the election ballot.
- Remain nonpartisan during the election.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of election laws and procedures
- General knowledge of modern computer technology, or ability to learn.
- Skill in effective oral communication.
- Skill in active listening.
- Good organizational skills.
- Ability to manage multiple customers at one time.
- Ability to work well with others.

PHYSICAL DEMANDS

Ability to be mobile and seated at various times when work demands.

TRAINING

Commitment to participate in online and in-person mandatory training.

WORK ENVIRONMENT

Work is performed indoors in a relatively safe, secure, and stable work environment and may periodically have unpredicted requirements or demands.