

PINAL COUNTY ARIZONA

ELECTIONS DEPARTMENT

Election Board Worker Job Description

PROVISIONAL CLERK

JOB SUMMARY

This is a temporary position within Pinal County Elections and is assigned to a precinct polling place. Provisional Clerks assist voters who must vote provisionally because the eligibility of the voter has not been determined. The Provisional Clerk role is a multi-step process for voters and the Provisional Clerk helps the voter navigate this method of voting. Each polling place will have one (1) Provisional Clerk.

TYPICAL DUTIES:

- Explain the provisional process to the voter.
- Ensure voter has signed the Provisional Roster Book before voting.
- Issue the correct ballot to the voter and identify ballot as a provisional ballot.
- Ensure voter completes the provisional ballot affidavit envelope and registration form.
- Identify the provisional ballot affidavit envelope with the Conditional Provisional stamp, when applicable.
- Explain provisional ballot instructions to voter.
- Ensure provisional ballot is sealed in affidavit envelope and placed in provisional ballot bag.
- 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.
- Skill in effective oral communication.
- Skill in active listening.
- Good organizational skills.
- Ability to perform multi-step procedures.
- Able to record information in hand-written format.

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.