

POLL WORKER CLERK DUTIES

Daily

Qualify Poll Workers

- Check email for updated from political parties
- Review spreadsheets from political parties
- Look up poll workers in SVRS to verify address and registration status
- Review candidate list to verify poll worker is not a candidate on the ballot

Data Entry

- Update and/or add Poll Workers in Poll Chief Database
- Assign to Training Class

Daily or As Needed

- Send out poll worker appointment and training letters
- City/County Employee Authorization forms

Eight Days Before Election

- Send out Board Listings to Inspectors (email or mail)
- Email to other pollworkers with training reminders and mechanized calls surveys

Day before Training Classes

- Print training sign in sheets
- Board listings for Inspector training

Sunday before Election Day

- Mechanized call to all poll Workers with authorization to show up on Tuesday

Monday before Election Day

- Election Board contact list