

Position Guide

- **Greeters**

- Greet the voter with a smile and provide one of the following applications to the voter:
 - Application for a Replacement Mail Ballot or Early Voting Ballot
 - Application to Pick up Another Voter's Mail Ballot
- Manages queue system
- Direct voters to issuing clerks table

- **Issuing Clerk**

- Sits at the issuing table and interacts with voters
- Reviews applications
- Looks up voters in Panorama
- Processes voters in Panorama
- Records information on application checklist
(If voter does not pop up on the screen verify the information with the voter. If the information is correct and the error continues contact supervisor for assistance)
- Pass application to Ballot Clerk
- Populates BMD tickets and activates BMD
- Prints envelopes
- Verify the ballot number on the application and envelope with the voter
- Issues Conditional Voter Registration (CVR) and Provisional Ballots

- **Ballot Clerk**

- Manages inventory of Ballot Stock
- Operates the Mobile Ballot Printer (MBP)
- Finds the correct ballot type
- Provides the ballot to the issuing clerk
- Collect all clipboards and returns them to greeter

- **Support Clerk**

- Monitor the Ballot boxes
- Ensure envelope is signed and dated
- Collect sharpies and pens from voters
- Issue "I Voted" stickers

- **Drive Thru Drop Off**

- Located outside the ROV
- Takes Ballot box to voter's car
- Ensures envelope is signed and dated
- Issues "I Voted" stickers

- **Leads**

- Oversee all activity in the room
- Reviews applications, logs and checklists
- Enforce rules and procedures
- Problem solves and contacts EV Supervisors when issues need to be de-escalated