



ST. JOSEPH COUNTY

ESTABLISHED 1830

Voter Registration
COUNTY-CITY BUILDING
227 WEST JEFFERSON BLVD
SOUTH BEND, INDIANA 46601
PHONE: 574-235-9521

Absentee Clerk

Democrat/Republican, two or multiple of two in bipartisan teams.

Working up until the Election, Absentee Clerks are tasked with record-keeping and ballot control, operating electronic pollbooks to check-in In-Person voters, collecting from them necessary information and signatures, initialing ballots, assisting with voting equipment, and answering phones. Additionally, Absentee Clerks process Mail-In application/ballot requests using the State system via computer.

Responsibilities:

- Attended mandatory paid training
- Initiate/close and operate electronic pollbook and other election equipment
- Verify Photo ID and check-in voters
- Process application requests on a Windows PC: in-person, phone, and mail
- Process returned applications, comparing signatures
- Run ballots, initial bipartisan with opposing party counterpart, prepare for mailing
- Check in with other Absentee location to verify numbers at the end of the day

Travel Board

Democrat/Republican, teams including one from each party.

All of the above voting process responsibilities in remote environments: travel to appointments, carrying out election duties and including verifying Photo ID, operating electronic pollbooks, assisting voters as necessary and documenting appropriately.

Absentee Supervisor

Democrat/Republican, one from each party.

Supervise Absentee Clerks while Absentee voting is open and perform additional duties.

Responsibilities:

- Process all rejected applications/ballots
- Process overseas, military, and email requests
- Scan absentee forms into the State system
- Run reports and tabulate numbers
- Resolve problems or refer questions to appropriate authority