



# ST. JOSEPH COUNTY

ESTABLISHED 1830

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

## **Vote Center Clerk**

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

Primarily concerned with record-keeping and ballot control, the Clerks may check voter Photo ID, pull the voter up in the electronic pollbook and collect any necessary voter information and signature, initial ballots, sync pollbooks.

**As election officials of the Vote Center, the Clerks *must* arrive by 5 AM and remain on-site ALL DAY until Election Day duties are completed.**

### **Election Day Responsibilities:**

#### **Before Polling Opens**

- Attend training (approx. 1 hour) *\*mandatory before every election- processes change!*
- Arrive at Vote Center at 5 AM
- Assist in setting up location and/or verifying layout for efficient flow of voters

#### **When Polling is Open**

- May request Photo ID if not already requested
- Uses electronic pollbook to pull up voters, verifying registration status
- Collected any necessary information and signature, verifying nothing has changed
- Compares signature to available version on file
- Direct voters that have moved or have complicating circumstances to the Inspector to fill out correct form(s) before voting or provide other assistance
- Ensure Poll Pad is syncing, manually initiating at set times

#### **After Polling Closes**

- Assist in packing up election materials for pick-up by technicians/return to the County-City Building.