# Opening Job Duties

Refer to your Blue Binder for step by step instruction and layout examples. All equipment and voting booths will be set up before you arrive at your assigned location. Under special circumstances, you may need to set up or take down equipment or booths. Remember we are all in this together, help each other.

## Check-in Clerks

**1**
Set up and power on check-in laptops
Log in to laptops
Coordinate with Ballot Pick-Up Station to print test

## Same Day/Provisional Clerks

**2**
Set up and power on laptops
Log in to laptops
Set up table with supplies

## Ballot on Demand Printing Clerk

**3**
Set up and power on laptop
Power on Ballot on Demand Printer
Put Ballot Cardstock into printer, no more than half full, tab to the back
Log in to Ballot on Demand Laptop and run function test

## Ballot Pick-Up Clerks

**4**
Power on Voter Information Sheet printer
Unlock Ballot Cabinet and check supplies
Coordinate with Check-in Stations to print test pages

## Tablet Clerks

**5**
Plug in Tablets, Printers, and ATI device with headphones in blue voting booths
Power on Printers
Run morning function tests on all Tablets

## Greet/Exit & Ballot Box Clerks

**6**
Set up Black Ballot Box. Wait for first voter before you seal it with the cable tie
Set up all inside signs
Help outside clerks if needed

## Outside Ballot Drop Box Clerks

**7**
Set up all outside signs
Set up outside ballot drop off station and voter waiting station
Set up outside voting area tent
Be sure each station has enough tables and chairs