

**Ward Clerk** - It is the general responsibility of each Ward Clerk to prepare for and oversee the operation of the ward's polling place on Election Day. The Ward Clerk is charged with keeping the records of the elections held in the ward and certifying the results of the ward vote to the Clerk/Treasurer's Office.

Specific duties include, but are not limited to:

- Planning the polling place layout in advance of each election
- Recruiting election workers in the months leading up to each election, to ensure proper coverage on Election Day. Submitting final lists of workers to the Clerk's office by set deadlines
- Attends 1-2 early ballot processing sessions in the weeks directly leading up to each election
- Sets up the polling place the day before each election
- Oversees the ward's polling place for all elections. The time commitment on Election Days is approximately 18 hours, beginning around 6:00 am and ending well into the evening/ early next morning
- Throughout the year, act as the main point of contact for the City Clerk's office, receiving and sharing election updates and information as needed. Communicate updates and information with the ward's election team as needed.
- Attends any necessary trainings provided by the City or State

There are between 1 and 3 scheduled elections each year, with the possibility of additional special elections being called.