

Tulsa County Election Board
Precinct Election Official

Clerk Position

Responsibilities

Be at the polls on election day at 6:30 a.m. and assist the Inspector and Judge in opening the polls.

Become familiar with various Election Board publications and procedures in order to assist in processing voters on Election day.

The Clerk is responsible for issuing the proper ballot(s) to the voter. Give the voter a ballot for each election in which he or she is eligible as determined by the Precinct Judge.

Offer the voter a secrecy folder. The use of a secrecy folder is not required.

The Clerk is also responsible for the "Spoiled Ballot Affidavit" form. If a voter spoils a ballot, before another ballot is reissued, have the voter sign the proper form, tear up the spoiled ballot and reissue another ballot(s). The Spoiled Ballot Affidavit form is found in the Forms Book for Precinct Election Officials that will be given to you at the training class for new precinct officials, as well as the instructions on how to handle the spoiled ballot using the Problem Solver. The ballot code for the ballot spoiled and reissued is coded on the Spoiled Ballot Affidavit.

When closing the polls, the Clerk fills out the "Ballot Accounting Form", along with other necessary paperwork concerning the election. Instructions will be given in the precinct election official training class to properly fill out the Ballot Accounting Form.