

## CLERK DUTIES

A clerk is normally assigned the task of keeping a running list of those who have voted in a carbonized pad called a "Numbered List of Voters" (see sample below).

Smaller precincts will just call out the voters' name and party affiliation but larger precincts use small Blank Voter Certificates (see sample below) where the voter prints their own name, presents the certificate to the Inspector of Election so they know which name to look up in the pollbook, and then the Inspector writes the ballot # (including the party abbreviation) in the blank space provided at the bottom. This certificate is then passed up the table to the clerk so they have the information needed to record in the Numbered List.

Each precinct is provided at least one copy of an alphabetical list of voters to assist with name spellings, etc.

If a voter spoils their ballot and needs a new one, their name does not need to be rewritten in the Numbered List. The only requirement is that the clerk draw a line through the first ballot number that was spoiled and write the second ballot number for the reissued ballot beside it (see sample below for Abraham Lincoln).

Voter Name Ben Franklin  
(Please Print)

Ballot # R-1

Voter Name James Buchanan  
(Please Print)

Ballot # D-1

# NUMBERED LIST OF VOTERS

|                    | PARTY<br>INITIAL |     | PARTY<br>INITIAL |
|--------------------|------------------|-----|------------------|
| 1. Ben Franklin    | R-1              | 41. |                  |
| 2. James Buchanan  | D-1              | 42. |                  |
| 3. Andrew Jackson  | D-2              | 43. |                  |
| 4. Abraham Lincoln | R-23             | 44. |                  |
| 5.                 |                  | 45. |                  |
| 6.                 |                  | 46. |                  |
| 7.                 |                  | 47. |                  |
| 8.                 |                  | 48. |                  |
| 9.                 |                  | 49. |                  |
| 10.                |                  | 50. |                  |
| 11.                |                  | 51. |                  |
| 12.                |                  | 52. |                  |
| 13.                |                  | 53. |                  |
| 14.                |                  | 54. |                  |
| 15.                |                  | 55. |                  |
| 16.                |                  | 56. |                  |
| 17.                |                  | 57. |                  |
| 18.                |                  | 58. |                  |
| 19.                |                  | 59. |                  |
| 20.                |                  | 60. |                  |
| 21.                |                  | 61. |                  |
| 22.                |                  | 62. |                  |
| 23.                |                  | 63. |                  |
| 24.                |                  | 64. |                  |
| 25.                |                  | 65. |                  |
| 26.                |                  | 66. |                  |
| 27.                |                  | 67. |                  |
| 28.                |                  | 68. |                  |
| 29.                |                  | 69. |                  |
| 30.                |                  | 70. |                  |
| 31.                |                  | 71. |                  |
| 32.                |                  | 72. |                  |