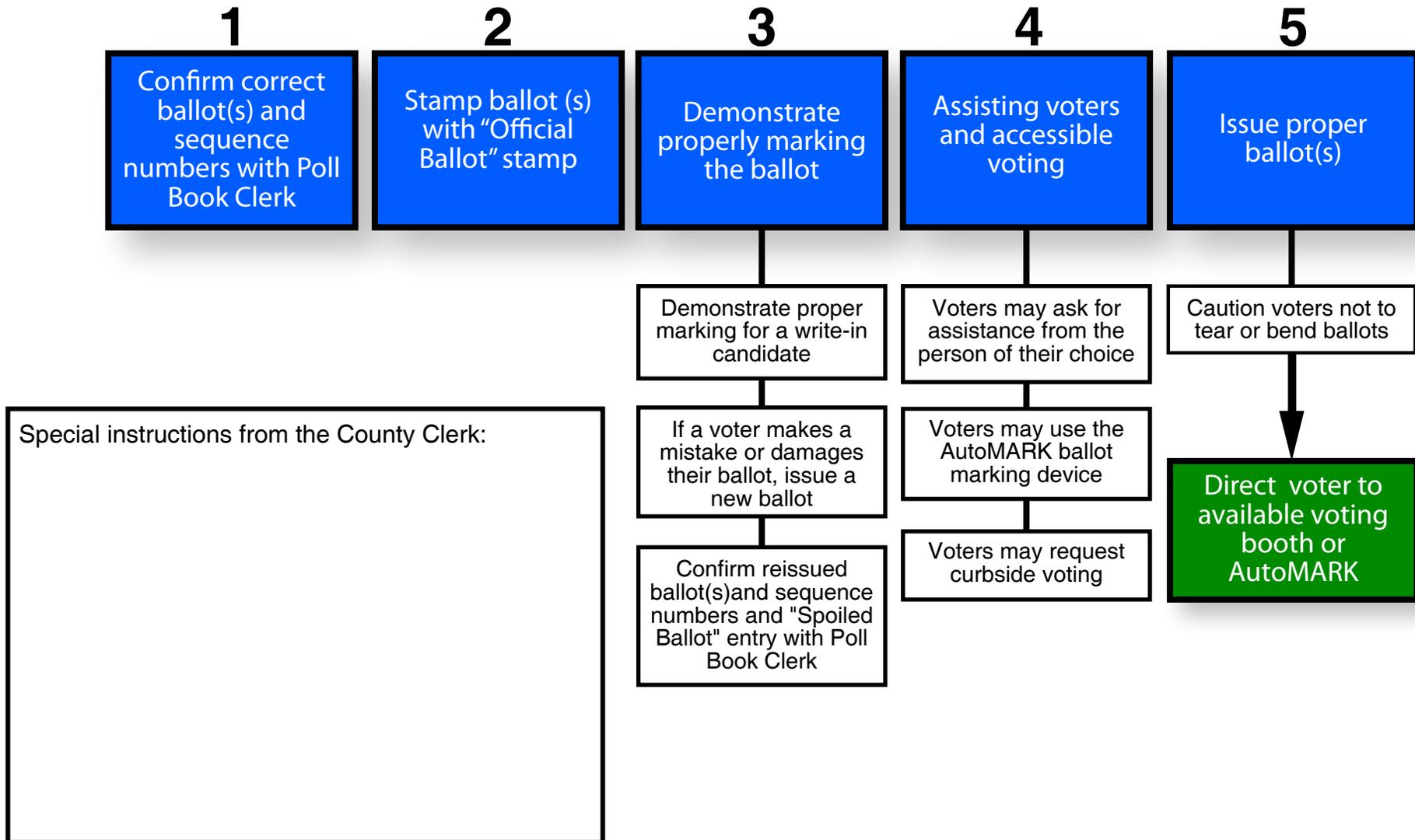


Issuing Clerk Duties



Issuing Clerk Reference

Step	Topic	Procedural Manual	Idaho Code
	Duties	Chapter VII - Conduct of Election – On Election Day Assignment of Duties, d. Issuing Clerk	
1	Confirm correct ballot(s) and sequence numbers with Poll Book Clerk	Chapter VII - Identifying Elector and Issuing Ballot(s) Ballot Identification, Ballot Identification and Entry, 3.	34-1106 (5)
2	Stamp ballot (s) with “Official Ballot” stamp	Chapter VII - Identifying Elector and Issuing Ballot(s) Issuing A Ballot, 1. a.	34-901 34-1106 (5)
3	Demonstrate properly marking the ballot	Chapter VII - Identifying Elector and Issuing Ballot(s) Voting the Ballot, 1.a. and b. Instructions on ballot	34-2427 (3)
	Demonstrate proper marking for a write-in candidate	See “Instructions to Voter” on ballot	
	If a voter makes a mistake or damages their ballot, issue a new ballot	See “Instructions to Voter” on ballot	
	Confirm reissued ballot(s) and sequence numbers and "Spoiled Ballot" entry with Poll Book Clerk		34-1109
4	Assisting voters and accessible voting	Chapter VII - Conduct of Elections Assistance to Voter	34-2427 34-1108
	Voters may ask for assistance from the person of their choice	Chapter VII - Identifying Elector and Issuing Ballot(s) Voting the Ballot, 1.b.	34-2427 (2) 34-1108 (2)
	Voters may use the AutoMARK ballot marking device	Chapter VII - Identifying Elector and Issuing Ballot(s) Assistance to Voter, AutoMARK, Other Person, Curbside Voting	34-2427 (3) 34-1108
	Voters may request curbside voting		34-1108 (1)
5	Issue proper ballot (s)	Chapter VII - Identifying Elector and Issuing Ballot(s) Issuing A Ballot, 1. b.1 and 2. and IMPORTANT.	34-1107
	Caution voters not to tear or bend ballots		
	Direct voter to available voting booth or AutoMARK		

