

The *Officer of Election* is in charge of and responsible for conducting the election being held at his/her polling place. The Officer will set up and arrange the precinct, will maintain order, and oversee and resolve any issues that arise at the precinct. The Officer of Election must be familiar with the election process and understand the procedures at the polling place. Before Election Day, the Officer of Election is responsible for contacting assigned workers for their precinct and picking up and returning all polling place supplies to the Putnam County Election Commission Office.

The *Machine Operator* is in charge of one or two Microvote machines on Election Day. He/she is responsible for setting up/taking down machines, choosing the correct ballot style based on the Application for Ballot, and assisting voters in operating the voting machine. Throughout the day, he/she is responsible for assisting the Officer in balancing and accounting for every vote on the machines.

The *Fail Safe Special Judge* is responsible with assisting voters in completing Fail Safe affidavit forms. This form is completed for people who are registered in Putnam County but are inactive or have an address change. He/she will call our office for EACH inactive voter or voter with an address change. He/she, if needed, will direct the voter to the correct precinct based on their current address of residence. The Fail Safe Special Judge is also responsible for correctly coding the ballot style on the Application for Ballot that the voter takes to the machines to vote.

The *Provisional/Paper Ballot Special Judge* is responsible for giving voters who do not appear on the Poll Pad as a registered voter in Putnam County or appear at the polling place without a state approved photo ID for voting purposes the opportunity to vote a provisional ballot at the correct precinct based on their address. This process is very specific. The Special Judge will call our office and be given step-by-step directions. He/she is also responsible for issuing paper ballots in the event that no machines are working at that precinct.

The *Poll Pad Registrar* is responsible for setting up the Poll Pad area to process voters as they come into precinct to vote. He/she will ask voters for an approved photo ID and use the Poll Pad to look the voter up to confirm registration status. Once confirmed, the Registrar will use the Poll Pad to print off an Application for Ballot and instruct the voter on the next steps in the voting process.