



MUSCOGEE (CREEK) NATION  
2019 ELECTION

PRECINCT COMMITTEE POSITION: CLERK

**Temporary Position:** Precinct Clerk

**Stipends:** \$75.00 for attending mandatory training session, \$175.00 day of election, mileage rate of .58 per mile

**Qualifications for Position:** MCN registered voter in the Muscogee (Creek) District in which you will serve. Display the ability to perform duty requirements in a competent manner. Must not be related to any candidates that appear on the ballot in any of the following forms: self, spouse, daughter or daughter-in-law, son or son-in-law, sister or sister-in-law, brother or brother-in-law, parent or grandparent.

**Other:** Must agree to a background check (*no felony convictions since the previous Muscogee (Creek) Nation Election*). Must perform duties in a professional and courteous manner. Have basic knowledge of Microsoft Word and Excel. Ability to operate Wifi hotspot devices. Ability to alternate between a standing and seated position on a frequent basis. Ability to lift up to 50 lbs. on an infrequent basis.

**Principal Duties:** The Clerk will hand the ballot to the voter after the Precinct Judge has verified the voter's registration and the voter has signed the poll book. The Clerk shall assist the Precinct Judge in his or her duties.

**Other Duties:** Include but are not limited to setup of voter booths, setup of ballot tabulating device, setup equipment for ballot printing and electronic poll book. Police and prevent electioneering from happening within 300 feet of the precinct site. Coordinate with the Election Board on any and all issues that may occur during voting hours. Certifying election results for the precinct at the end of election day. Perform any other duties as assigned by the Election Board.