# **Central Counting Station**

### Manager - Sherry Korth

- The Manager is in charge of the overall administration of Central Counting.
- Supervises Central Counting Station Clerks.
- Administer Oaths to all clerks. (Receiving and Central Count)
- Make sure everyone wears Identification badges.
- Assist the Judges with ensuring the voter's intent is respected when making ballot resolutions or resolving ballot issues.
- Make sure there are no inconsistencies in the way ballots are handled.
- I will assist where or when needed.

#### Presiding Judge - James Korth

- Maintains order in the Central Counting Station.
- May serve as Presiding Judge if the regularly appointed Judge cannot serve.
- Power of a District Judge (as a Presiding Judge).
- May serve as a Co-judge (Primary only).
- Review and Initial testing material.
- Complete the Preliminary Reconciliation form on election night.
- Complete the final reconciliation form upon completion of election results.

#### **Alternate Judge - Virginia Hamilton**

- Assist the Presiding Judge with maintaining order in the Central Counting Station.
- Assist the Judge in conferring with and advising the Manager/Tabulator of any activity at the Counting Station.
- Sometimes serves as a Co-Judge (Primary only).
- Power of a District Judge.

## Clerks: Performs all duties designated by the Central Counting Station Manager

- 1. Receive the ballot after the seals are verified.
- 2. Remove ballots from the ballot box.
- 3. Sort ballots by making sure they are ready for scanning.
- 4. Remove Write-in ballots and place them in a stack together.
- 5. Follow all instructions as given by the CCS Manager and judges.
- Clerks are not required to participate with testing equipment.