



Election Official – \$24.00/hour + 4% in lieu of benefits

The election official role includes the following positions:

Voting Clerk

Guides voters through each step of the voting process, including checking documentation, registering voters and issuing ballots. This position is ideal for people with excellent customer service skills who are comfortable using computers and enjoy working directly with the public.

Machine (Tabulator) Attendant

Oversees the voting tabulators and help voters cast their ballots. This role is an excellent entry point to gain experience working in an election.

Greeter

Is the first point of contact for people as they arrive at the voting location this position is responsible for welcoming voters inside, answering initial questions and directing voter flow.

Election Official (Voting Clerk) duties may include:

- Assist with setting up of voting place
- Greet electors
- Manage traffic in the voting place
- Verify elector's name and address in the electronic List of Electors' (Voter's List)
- Perform elector strike-off in the electronic List of Electors' (Voter's List)
- Review qualifications for registration and register new electors in the electronic List of Electors' (Voter's List). Perform elector strike-off of new elector once entered
- Make updates to existing registrations
- Ensure electors read the declaration and sign the voting declaration book(s)
- Issue ballot and demonstrate how to mark if necessary
- Direct electors to voting booth and ballot box/voting tabulator

Qualifications:

- Comfortable using a laptop
- Proficient in typing
- Attention to detail and strong customer service skills
- Previous experience using VoterView software is an asset

Machine (Tabulator) Attendant duties may include:

- Clearly instruct voters how to correctly insert their ballot into the vote tabulator while maintaining secrecy, manage errors and confirm ballot acceptance
- Confirm with elector that the ballot has been accepted and thank them for voting
- Handle issues of blank ballot, over-voted ballot, ambiguous ballot, and misread ballot
Request assistance from the PEO/APEO if necessary

- Assist with generating the results and packing up the tabulator after the close of voting
- Assist PEO with running of results tapes and voted ballot transfer at the end of voting

Qualifications:

- Comfortable providing verbal instructions to voters on how to insert the ballot into the tabulator
- Able to troubleshoot voting tabulator issues

Greeter duties may include:

- Welcoming voters as they enter the voting place
- Directing the voter to the next available registration clerk
- Thanking the voter for voting in the election
- Periodically checking empty voting booths for election advertising or material
- Other duties as assigned by the PEO

Qualifications:

- Excellent customer service and people skills