

Election Officials Required 2010 Municipal Election

Deputy Returning Officers

As an election official, you will be cross trained on all duties at the voting location. This will provide consistent customer service and ensure coverage is maintained throughout the duration of the Advance Vote and on Voting Day. Election Officials may not be permitted to leave voting locations while the polls are open.

For the 2010 Municipal Election, the Township of Springwater will be using an Electronic Voter List. Laptops and barcode scanners will be used.

Key Qualifications

- Computer skills
- Good written and oral communication skills
- Excellent interpersonal skills and the ability to deal with the public in a courteous and efficient manner

Duties and Responsibilities

- Assist with the opening and closing and conduct of the Voting Location
 - Greet electors
 - Instruct electors and answer inquiries pertaining to the election process
 - Check identification of voters
 - Ensure that no campaign material or literature for any candidate is displayed within the voting place or on the exterior
 - Custody and control of the ballots at the voting location
 - Custody and control of the tabulator at the voting location
 - Custody and control of the laptops used for electronic voter's list strike off and revision purposes
 - Using electronic voter's list software, locate electors' names and strike off
 - Ensure voting count is maintained
 - Receive certified "Appointment of Voting Proxy" forms
 - Complete "Deputy Returning Officer" ballot statement
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- Initial all ballots before distributing to electors
- Custody and control of secrecy folders
- Using secrecy folders ensure ballot entry into the tabulator
- Completion of a final ballot summary for the voting location
- Other duties as assigned by the Clerk or designate