
Election Worker – Position Descriptions

Poll Supervisor

The Poll Supervisor acts in a supervisory capacity and oversees the setup and closing of the poll, including monitoring and coordinating all polling activities and preparing a summary statement of voting at the poll. The Poll Supervisor is also responsible for the overall security, peace and order of the polling facility. The Poll Supervisor will also be an appointed Deputy Returning Officer.

Deputy Returning Officer

The Deputy Returning Officer is responsible for receiving each voter, electronically recording each voter in the Voters' List and providing the voter with the appropriate ballot. The Deputy Returning Officer is also responsible for recording declarations, objections, etc., in the Voters' List and the completion of the Ballot Reconciliation form. A "Floating Deputy Returning Officer" will be assigned to the larger polling stations to assist Deputy Returning Officer's and the Poll Supervisor, as required.

Revisions Deputy Returning Officer

The Revisions Deputy Returning Officer is responsible for making electronic revisions or additions to the Voters' List at the polling place. For example, if the voter's name is not on the List of Electors, if the school support or other voter eligibility is incorrect or the voter is a new resident not yet added to the Voter's List. The Revisions Deputy Returning Officer is responsible for filing copies of the completed forms with the Poll Supervisor. Once the revision or addition has been made, the Revisions Deputy Returning Officer will issue a ballot to the elector.

Vote Tabulator Operator

The Voting Tabulator Operator is stationed beside the Accu-Vote tabulation system and is responsible for inserting ballots into the Voting Tabulator, assisting voters in the automated voting process, producing the tabulation tapes at the close of polls and assisting the Poll Supervisor with returning the voting equipment, ballots and account summaries to the Clerk's Office after the poll closes.

Information Clerk

The Information Clerk is responsible for greeting electors as they arrive at the polling location, assisting voters to enter the building and reminding voters of identification requirements. Further, the Information Clerk assists in the conduct of the election, as may be directed by the Poll Supervisor.

The Information Clerk will also be in a position to monitor the parking and surrounding area of the polling location and alert the Poll Supervisor of any vehicles or persons displaying campaign-like materials.

Polling Station Cleaner

Duties will include sanitizing voting booth areas and directing voters to alternate voting booths to allow for dry time and periodic sanitation of all tables, surfaces and high-touch points.

All positions must be present while the polling station is open (10:00 a.m. to 8:00 p.m.) and to assist with the set-up and take-down of the polling station before and after voting.