

Poll Supervisor

The Poll Supervisor provides overall supervision of the polling location and is responsible for the setup, operation, and closing of the poll. This includes coordinating and monitoring all polling activities, ensuring procedures are followed, and balancing ballots cast throughout the day. The Poll Supervisor is also responsible for maintaining the security, peace, and good order of the polling place.

Deputy Returning Officer

The Deputy Returning Officer is responsible for receiving voters, electronically recording each voter on the Voters' List, and issuing the appropriate ballot. The Deputy Returning Officer also records any required declarations, objections, or related notes on the Voters' List and completes the ballot reconciliation form. At larger polling locations, a Floating Deputy Returning Officer may be assigned to provide additional support to Deputy Returning Officers and the Poll Supervisor, as required.

Revisions Deputy Returning Officer

The Revisions Deputy Returning Officer is responsible for processing electronic revisions and additions to the Voters' List at the polling place. This includes situations where an elector's name does not appear on the List of Electors, where school support or other eligibility information is incorrect, or where the elector is a new resident who has not yet been added to the Voters' List. Once the revision(s) or addition has been completed, the Revisions Deputy Returing Officer issues a ballot to the elector.

Vote Tabulator Operator

The Voting Tabulator Operator is stationed at the voting tabulation machine and is responsible for assisting voters with inserting their ballots into the tabulator. At the close of polls, the Voting Tabulator Operator produces the tabulation tapes and assists the Poll Supervisor with the secure return of voting equipment, ballots, and account summaries to the Clerk's Office.

Information Clerk

The Information Clerk is responsible for greeting electors as they arrive at the polling location, assisting voters with entering the building, and reminding electors of identification requirements. The Information Clerk may also monitor the parking area and immediate surroundings of the polling location and report any vehicles or individuals displaying campaign-related materials to the Poll Supervisor.

Hours of Work

Polling stations are open from 10:00 a.m. to 8:00 p.m. Election officials in all positions are expected to be present before the opening of the poll and following the close of polls to assist with set-up and take-down, as well as the processing of any electors who are in the polling station at 8:00 p.m.