

TOWNSHIP OF WEST LINCOLN



Municipal & School Board Election 2018

Election Officials Job Descriptions

June, 2018

2018 Election Officials Job Descriptions

Deputy Returning Officer (DRO):

Responsible for issuing ballots to qualified electors in accordance with the *Municipal Elections Act, 1996*, and the procedures set out by the Clerk. The DRO must ensure that voting is smooth and easy and that the laws governing the election are strictly followed.

Key Responsibilities:

- Set up, opening and closing of the voting location
- Ensure that the electors provide satisfactory proof of identity and qualifying address before voting
- Process voters via the use of laptops and scanning devices and issue ballots to eligible voters
- Instruct voters on voting procedures
- Assist voters in any capacity, as required
- Administer oaths, as required
- Complete appropriate records
- Maintain security of all ballots
- Ensures that the poll clerk and candidates' representatives follow the rules and procedures
- Assist with the ballot count after polls close, reporting ballot counts to the AV Supervisor, who will call in results
- Maintain peace and order at the voting location
- May be required to return the ballot box and supplies to Election Central as per the Clerk's instructions

Qualifications:

- Experience in public relations and conflict resolution
- Be tactful and exercise good judgement
- Excellent computer data entry skills and knowledge mandatory
- Strong customer service and public relations skills
- Knowledge of the Ward boundaries
- Ability to lift 30 pounds

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Assistant DRO/Poll Clerk:

To assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the 2018 Municipal Election.

Key Responsibilities:

- Assist with set up, opening and closing of the voting location
- Assist the DRO with processing the voters
- Complete forms neatly and accurately, as required
- Record voter information in the paper Voters' List including declarations and oaths taken and that they have voted (as a backup to the DRO's electronic version)
- Must be willing to take the place of the DRO if required

Qualifications:

- Excellent computer data entry skills and knowledge mandatory
- Strong customer service and public relations skills
- Be tactful and exercise good judgement
- Knowledge of the Ward boundaries
- Attention to detail

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Affidavits Clerk:

To determine voter eligibility and make corrections or additions to the Municipal Election Voters' List in accordance with the *Municipal Elections Act, 1996*.

Key Responsibilities:

- Set up the revision desk
- Receive electors who wish to register to vote or who wish to amend their information on the Voters' List
- Use of laptop to complete Revision Form (EL15) and print form for signing
- Explain the registration/revision process
- Request and verify personal identification and residence information
- Complete and sign the registration form for qualified electors
- Process registrations and amendments in the Electronic Voters' List

Qualifications:

- Competent and reliable
- Excellent computer data entry skills and knowledge mandatory
- Strong customer service and public relations skills
- Be tactful and exercise good judgement
- Knowledge of the Ward boundaries

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Elections Assistant/Greeter/Accessibility Assistant:

Responsible for ensuring the smooth flow of electors into and out of the Voting Location. The Elections Assistant/Greeter/Accessibility Assistant will also ensure that each elector has their Voter Notification Card and/or identification available and will direct electors accordingly.

Key Responsibilities:

- Assist with voting location set up and opening procedures
- Assist with the arrangement and display of all signage
- Ensure efficient movement of voters in and out of the voting location
- Greet voters and ask if they have their voter identification and voter notification card
- Answer questions about required voter identification
- Confirm voter is at the correct voting location
- Ensure that voters stay within the designated areas of the polling place
- Provide assistance in entering and exiting the polling place to those who need assistance
- Provide directions to entrance and exit doors of the polling place
- Ensure no traffic obstructions occur outside of the polling place
- Assist the DRO in ensuring the Voting Location is accessible and barrier free at all times
- Assist with voting location closing procedures
- Remain at the location until dismissed by the Senior DRO
- May act as a door attendant

Qualifications:

- Strong customer service and public relations skills
- Excellent communication skills
- Be tactful and exercise good judgement
- Knowledge of Ward Boundaries would be helpful

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Door Attendant:

Responsible for managing and supporting all Election activities at a Voting Location. This includes support of location requirements election officers and electors.

Key Responsibilities:

- Open the door for persons in wheelchairs and/or elderly that may need assistance to access the poll
- Assist with accommodating persons that have accessibility needs or are elderly and introduce them to the Election Assistant/Greeter/Accessibility Assistant who will address their needs (i.e. provide a chair and queue the voter into the voting line to cast their ballot (i.e. tell a person in the voting line that the person sitting down will come to vote ahead of them at the appropriate time)
- Remind all electors to get their identification ready to present to DRO

Qualifications:

- Excellent communication skills
- Be tactful and exercise good judgement
- Knowledge of Ward Boundaries would be helpful