



## **2010 ELECTION WORKERS - JOB DESCRIPTIONS**

All workers must arrive at their voting location before 9:30 a.m. (Replacements are contacted at 9:30 a.m.) and must remain until their duties are completed after the close of polls at 8:00 p.m. (polls at the two nursing homes are an exception to this). Please come prepared, as you may not leave the location at any time. This means: dress appropriately, bring a lunch, snacks and drinks, any medication required, and make personal arrangements to limit interruptions. The Town will supply a light dinner. Do not bring cell phones. All voting locations are non-smoking. Please note the rates of pay INCLUDE your attendance at mandatory training sessions.

### **Deputy Returning Officer \$16.00/hour**

The primary functions of the Deputy Returning Officer (D.R.O.) are: picking up supplies from the municipal office; ensuring timely setup and take-down of the Voting Place (with assistance of the election assistant); providing eligible voters with the appropriate ballot; maintaining the Voter's List; administering oaths such as voters requiring assistance or place of residence affidavits; receiving the marked ballot from the voter and placing the ballot into the ballot box, accounting for all ballots at the close of voting and performing closing procedures in accordance with legislation; and, returning all supplies and documentation to the Municipal Office at the end of Election Day. Must have access to reliable transportation.

### **Assistant Returning Officers-Constables – 2 Town Employees**

- assist with training of election workers
- Ensure that all voting locations are set up properly
- Ensure that all Election Workers are present and the Election Worker Attendance is complete
- Ensure that all legislative requirements are being followed
- Ensure all workers have sufficient supplies
- Solve any problems that may arise with the Workers, Electors, Candidates and Scrutineers
- Act as a liaison between the Workers and the Returning Officer (Deputy Clerk)
- Ensure that all DRO's reconcile and close polls in accordance with legislation
- Leave only after all Workers have completed their work and left the Poll
- May issue applications for Revision to the Voter's List; certify proxy forms
- May verify Voter's list to ensure Elector is on the List and direct to correct Poll or Returning Officer
- May assist in setting up the voting locations and other duties
- Post all appropriate signage inside and outside the Polling location prior to the opening of the polls

### **Election Assistant - \$14.00/hour**

The primary functions of the Election Assistant (E.A.) are to greet voters; provide instruction on how to mark a ballot; and, keeping a tally of all ballots placed in the ballot boxes. May assist with administering oaths and maintaining the Voter's List.