

## **Election worker job descriptions**

### **Deputy Returning Officer (DRO)**

- Must become thoroughly familiar with DRO Manual and duties of the Poll Clerk.
- Has the ability to administer oaths to election workers and voters.
- Is familiar with the use of the AccuVote Tabulator System.
- Must become familiar with the different types of ballots.
- Must become fully acquainted with how to add to and/or correct information for qualified electors on the Voters' List.
- Must understand Proxy Voting and become familiar with the appropriate form.
- Must know procedures for opening and closing of the voting place.
- Must be able to transport election material to and from City Hall.
- Is required to be an organized person who can set out election supplies and forms in an orderly fashion and assist in arranging the voting area (i.e. voting screens, signs, posters, etc.).

### **Poll Clerk:**

- Must carefully read the DRO and Poll Clerk's Manual.
- Must become familiar with the different type of ballots and have knowledge of the operation of the AccuVote Tabulator System.
- Must assist the DRO when picking up election material.
- Must assist the DRO and any other election workers with setting up the voting place and closing it at the end of voting.
- Must become thoroughly knowledgeable of the Voters' List (i.e. how to locate a voter's name, able to keep track of the numerical order of voting, how to determine the type of ballot each voter should be given and how to add a person's name onto the list).

### **AccuVote Tabulator Deputy Returning Officer (AVT DRO)**

- Must process ballots through the AccuVote Tabulator throughout the day.
- Must maintain custody and control of cancelled ballots at the vote tabulator.
- Must provide replacement ballots for cancelled ballots at the vote tabulator.
- Must reconcile unused and cancelled ballots at the close of voting.

### **Poll Supervisor:**

- Must place a courtesy call to each voting place staff member to remind them of the date/time they are working and to bring all their supplies.
- Opens and closes the voting place (first to arrive and last to leave).
- Oversees all processes within the voting place and troubleshoots where necessary.
- Must become familiar with duties/procedures of each official at the voting place.
- Must ensure proper set up of the voting place according to the Voting Location Layout Plan.
- Must ensure no campaign signs/material is inside the voting place or on the property.
- Will greet voters upon entrance to voting location.
- Will direct electors to proper poll and control traffic flow.
- Determine if voters are on Voters' List (if not on list, advise that the DRO or Affidavits Clerk will assist).
- Must be able provide a demonstration or instruction, if requested.
- Must provide assistance required by the DRO.
- Must act as a liaison between election workers and Elections Central at City Hall.
- Must transmit election results.

### **Affidavits Clerk**

- Must determine if a person is on the Voters' List.
- Must complete Applications to Add or Amend Name to the Voters' List for electors.
- Must direct electors to appropriate DRO in the voting place using the Voters' List.
- Will assist other Election Officials, as required.