

Deputy Returning Officer (DRO)

- Transport election material to and from City Hall
- Organize, allocate, and collect election supplies and Forms
- Open and close the voting place (first to arrive and last to leave)
- Oversee all processes within the voting place and troubleshoot as necessary
- Ensure proper set up of the voting place according to the Voting Location Layout Plan and Accessibility Plan
- Remove any campaign signs/material from the voting place or on the property, if necessary
- Greet voters upon entrance to voting location
- Direct electors to appropriate Election Officials and control traffic flow
- Administer oaths as required
- Handle all candidate/scrutineer relations
- Provide demonstrations, instructions, and/or assistance, when appropriate and upon request
- Act as a liaison between Election Officials and Elections Central at City Hall
- Transmit election results

Tabulator Operator (TO)

- Process ballots using the tabulator throughout the day
- Maintain custody and control of cancelled ballots until transfer to DRO's possession
- Guide voters on acquiring replacement ballot for their cancelled ballot
- Assist the DRO to reconcile unused and cancelled ballots at the close of voting
- Understand how to troubleshoot all tabulator and/or ballot errors
- Supervise the polling location along with DRO and assist DRO when possible

Poll Clerk (PC)

- Confirm voter eligibility and issue appropriate ballots to eligible electors
- Administer oaths as required
- Assist with setting up the voting place and close it at the end of voting
- Keep track of ballots issued using the appropriate Forms and procedures
- Maintain and track the Voters' List online using Voter View
- Assist DRO/TO as required

Revisions Clerk (RC)

- Find and update voter information on the Voters' List online using Voter View
- Determine voter eligibility and administer all relevant Forms as required
- Direct voters appropriately after their completion of required Forms
- Organize workstation appropriately
- Assist DRO/TO as required

Greeter (G)

- Post all provided signage where required
- Assist with set up and clean up of the poll
- Welcome voters to the poll and direct them to the voting room
- Assist electors with accessibility concerns
- Sanitize high-touch points throughout the day
- Assist DRO/TO as required

These job descriptions are intended to give a brief overview of common tasks expected of each Election Official. Job duties will be expanded upon during the training session(s) that each Election Official will attend. Job duties may change dependant on certain situations which will be outlined during training. Any questions or concerns may be directed to election@portcolborne.ca.

The City of Port Colborne is an equal opportunity employer. Accommodations are available for all parts of the recruitment process.