



2010 Municipal Election

Job Title:	Ballot Tabulation Officer
Department:	Legal & Legislative Services Clerk's Office
Remuneration:	\$200.00
Time Commitment:	Prior to Voting Day (approximately 1.5 hours for training) Election Day (Monday, October 25, 9:15 am to 9:00 pm)

Reporting to the Poll Manager and the Deputy Returning Officer, the Ballot Tabulation Officer is responsible for the operation of the vote tabulator and serving voters in a manner that ensures the secrecy of the vote, in accordance with the *Municipal Elections Act, 1996*.

Major Responsibilities:

- Attends mandatory training session and reviews all training material
- Retrieves vote tabulator and elections supplies on election day
- Arrives at the voting place at 9:15 am on voting day
- Assists with the set-up of the voting place to ensure it opens at 10:00 am
- Accepts and deposits ballots into the vote tabulator
- Troubleshoots rejected ballots and any error messages displayed on the vote tabulator
- Directs voters to the DRO or Poll Manager as required
- Responsible for the safekeeping of marked ballots
- Produces a results tape
- Returns all election supplies to the Pickering Recreation Complex at the end of the day

*Experience with computers and technology will be considered an asset for this position.