

## Poll Clerk



No computer skills  
required

### Job description:

Assists eligible electors in the voting process. All tasks will be done manually and using paper forms. Must be available to work 13 hours on Election Day

### Responsibilities include:

- Attending a training session.
- Arriving at assigned voting locations and ensuring the poll is set up and open on time, ensuring staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Locating and striking off the elector's name on the List of Electors.
- Assisting the Deputy Returning Officer (DRO) to process electors.
- Assisting with the counting of ballots including calling in results on election night to the returning office.
- Ensuring all materials are returned in the prescribed manner.

### Abilities include:

- Ability to effectively provide instructions.
- Organizational skills.
- Ability to handle stress.
- Strong communication skills (multilingual where necessary).
- Ability to multi-task.
- Ability to print legibly.
- Ability to complete forms accurately.



# Polling Day Revision Assistant

100% ON LINE, YOU USE YOUR OWN PHONE OR



No computer skills  
required

## Job description:

Assists eligible electors in the revision process. All tasks will be done manually and using paper forms. Must be available to work 13 hours on Election Day.

## Responsibilities include:

- Attending a training session.
- Arriving at assigned voting location and ensuring the poll is open time on Election Day.
- Performing manual revisions, additions and deletions to the List of Electors.

## Abilities include:

- Ability to effectively provide instructions.
- Organizational skills.
- Ability to handle stress.
- Analytical reasoning skills.
- Strong communication skills (multilingual where necessary).
- Ability to multi-task.
- Ability to print legibly.
- Ability to complete forms accurately.

# Deputy Returning Officer (Tech)

Job description for Deputy Returning Officer (Tech)



Comfortable with  
computers

## Job description:

Assists eligible electors in the voting process. All tasks will be done using electronic forms and lists on a computer. Must be available for three hours the night before Election Day to setup and test the technology. Must be available to work 13 hours on Election Day. Must be comfortable with technology.

## Responsibilities include:

- Attending a training session.
- Setting up and testing the technology at the voting location the night before Election Day.
- Setting up the poll signage at the voting location the night before Election Day.
- Arriving at assigned voting location and ensuring the poll is set up and open on time on Election Day.
- Revising and adding eligible electors to the electronic Voters List.
- Issuing ballots to eligible electors.
- Ensuring all materials are returned in the prescribed manner.

## Abilities include:

- Ability to effectively provide instruction to electors and scrutineers.
- Ability to complete forms accurately.
- Ability to handle stress.
- Ability to multi-task.



# Information Assistant

16 years +



No computer skills required

## Job description:

Assists eligible electors in the voting location. Must be available to work 13 hours on Election Day.

## Responsibilities include:

- Attending a training session.
- Arriving at assigned voting location and ensuring the poll is open on time on Election Day.
- Greeting electors and requesting they have appropriate identification ready.
- Assisting electors with disabilities, if required.
- Checking for campaign literature around the voting location property.
- Directing electors to a poll official.
- Assisting poll officials to remove signage, etc. after polls close.

## Abilities include:

- Good communication skills are required to effectively assist electors.
- Good people skills.

# Tabulator Deputy Returning Officer

APPLY ONLINE HERE: <https://www.ci.milwaukie.or.us/jobs>



Comfortable with  
computers

## Job description:

Assists eligible electors to cast their ballot. Must be available for three hours the night before Election Day to setup the technology. Must be available to work 13 hours on Election Day. Must be comfortable with technology.

## Responsibilities include:

- Attending a training session.
- Delivering and setting up the technology at the voting location the night before Election Day.
- Setting up the poll signage at the voting location the night before Election Day.
- Completing the logic and accuracy test with the vote tabulator prior to polling day.
- Arriving at assigned voting location and ensuring the poll is set up and open on time on Election Day.
- Feeding elector ballots into the vote tabulator.
- Generating results on election night.
- Ensuring all materials are returned in the prescribed manner.
- Completing the logic and accuracy test after Election Day.

## Abilities include:

- Lift up to 40lbs.
- Ability to follow troubleshooting steps to assist in resolving issues with the tabulator.