



THE CORPORATION OF THE TOWN OF FORT ERIE  
**MUNICIPAL AND SCHOOL BOARD ELECTIONS  
 2018**

**EMPLOYMENT OPPORTUNITIES  
 Election Personnel**

The Town of Fort Erie is currently recruiting for personnel to work at Advance Polls and on Voting Day.

**Advance Poll Dates:** Friday, **October 12, 2018** 9:00am – 2:00pm  
 Saturday, **October 13, 2018** 9:00am – 5:00pm  
 Monday, **October 15, 2018** 1:00pm – 8:00pm  
 Tuesday, **October 16, 2018** 9:00am – 6:00pm

**Election Day:** Monday, **October 22, 2018** 10:00am – 8pm

The Clerk is currently accepting applications for the following positions:

<p><b>Poll Supervisor</b>  <b>All Advance Polls (\$725.00)</b>  <b>Election Day (\$240.00)</b></p> <ul style="list-style-type: none"> <li>Responsible for management of a polling place</li> <li>Supervises workers</li> <li>Oversees the proper set-up, conduct and closing of the polls</li> <li>Maintains peace, order and security of the voting place</li> </ul>	<p><b>Deputy Returning Officer</b>  <b>All Advance Polls (\$650.00)</b>  <b>Election Day (\$215.00)</b></p> <ul style="list-style-type: none"> <li>Manages an assigned portion of the voters' list</li> <li>Accounts for electors who have voted verifies voter identity</li> <li>Issues and accounts for multiple ballot types</li> </ul>
<p><b>Vote Tabulator Operator</b>  <b>All Advance Polls (\$650.00)</b>  <b>Election Day (\$215.00)</b></p> <ul style="list-style-type: none"> <li>Responsible for the operation and security of the vote tabulator and ballot box(es)</li> <li>Responsible for producing the Election Results Report at the close of the poll</li> <li>Assists electors whose ballots are returned by the vote tabulator as improperly marked or defective</li> </ul>	<p><b>Revisions Clerk</b>  <b>All Advance Polls (\$575.00)</b>  <b>Election Day (\$190.00)</b></p> <ul style="list-style-type: none"> <li>Assist voters with completion of application to amend the voters list and administers oaths, affirmations and declarations as may be required</li> <li>Ensures applications are complete and approves application if satisfied the amendment is proper</li> </ul>
<p><b>Relief Deputy Returning Officer</b>  <b>All Advance Polls (\$560.00)</b>  <b>Election Day (\$185.00)</b></p> <ul style="list-style-type: none"> <li>Provides temporary relief to any voting location DRO, Vote Tabulator Operator or Revisions Clerk on direction of Poll Supervisor</li> </ul>	<p><b>Stand-by (various)</b>  <b>Election Day Only (\$75.00)</b></p> <ul style="list-style-type: none"> <li>On stand-by at home on Election Day to fill in for any of the election positions (except Poll Supervisor)</li> </ul>
<p><b>Greeter: All Advance Polls (\$560.00)</b>  <b>Election Day (\$185.00)</b></p> <ul style="list-style-type: none"> <li>Meet and greet electors and provide assistance to persons with disabilities, if desired</li> <li>Check for voter identification cards and proper identification</li> <li>Direct electors to the appropriate Election Official based on their voter identification notice or Ward/Poll map</li> <li>Monitor main entrance for incoming and outgoing electors</li> </ul>	

All election personnel must attend election training session(s) to be held after September 25<sup>th</sup>.

Application forms are available at Town Hall and on-line at [www.forterrie.ca/pages/ElectionEmploymentOpportunities](http://www.forterrie.ca/pages/ElectionEmploymentOpportunities).

Applications may be submitted via email to [dkelley@forterie.ca](mailto:dkelley@forterie.ca) or delivered to the Office of the Clerk, 1 Municipal Centre Drive, Fort Erie, Ontario. Contact (905) 871-1600 ext. 2219 for further assistance.

Carol Schofield, Dipl.M.A.  
 Town Clerk/Returning Officer