



TEMPORARY ELECTION OFFICIALS – DESCRIPTION OF DUTIES TOWN OF WHITCHURCH-STOUFFVILLE

General Information:

The Town of Whitchurch-Stouffville is seeking temporary Election Officials to assist with the 2010 municipal election. General requirements include:

- Must be legally entitled to work in Canada,
- Must be at least 16 years of age,
- Must have access to a vehicle or can guarantee transportation to and from assigned voting place, and
- Must be able to work long hours (9 a.m. – completion of duties).

All Election Officials must attend a training session (approximately 3 hours in length), to be held in early October. Payment includes attendance at a training session.

As a condition of employment, Election Officials must not demonstrate partiality towards any particular candidate or candidates, and must refrain from campaigning and posting campaign signage on one's property.

Poll Supervisors: *will be assigned to busy voting places with several polls only*

- Carefully review training materials and Election Official handbook;
- Assist DROs and Poll Clerks to ensure furniture and signage is appropriately placed;
- Provide information and direction to voters;
- Provide guidance to DROs and Poll Clerks in carrying out their duties where required;
- Liaise with Town staff to ensure sufficient supply of forms, ballots and other materials;
- Liaise with Town staff to address issues or concerns outside their knowledge;
- Administer the Oath of Secrecy to Candidates or their Scrutineers;
- Accurately and efficiently process amendments to the Voters' List as instructed;
- Assist DROs and Poll Clerks with closing the voting place; and
- Assist DROs and Poll Clerks with their ballot count and reporting requirements.

Qualifications:

- Previous federal, provincial or municipal election experience, preferably in the role of DRO;
- Supervisory experience an asset;
- Good customer service (including customer service standards pertaining to electors with disabilities), problem solving and communications skills; and
- Ability to work under pressure.

Deputy Returning Officers (DROs):

- Carefully review training materials and Election Official handbook;
- Pick up forms, Voters' List, ballots and other materials from Town hall at appointed time;
- Call Poll Clerk to confirm voting place meeting arrangements;
- Administer Oath of Secrecy to Poll Clerk and Poll Supervisor, where applicable;
- Administer Oath of Secrecy to Candidates or their Scrutineers, where applicable;
- Check Elector Identification;
- Administer Oath of Identity, where applicable;
- Ensure furniture and signage is appropriately placed;
- Accurately and efficiently process voters as instructed;
- Accurately and efficiently process amendments to the Voters' List as instructed;



TEMPORARY ELECTION OFFICIALS – DESCRIPTION OF DUTIES TOWN OF WHITCHURCH-STOUFFVILLE

Deputy Returning Officers (DROs), cont'd:

- Remove candidate literature from any part of the voting place;
- Close the voting place;
- Accurately count ballots, complete appropriate forms and ensure ballots, Voters' List and other materials are sealed and assembled as instructed; and
- Return forms, Voters' List, ballots and other materials to Town hall and reconcile any discrepancies with Town staff.

Qualifications:

- Good customer service (including customer service standards pertaining to electors with disabilities), problem solving and communication skills;
- Accuracy and attention to detail;
- Simple mathematical competency; and
- Previous federal, provincial or municipal election experience an asset.

Poll Clerks:

- Carefully review training materials and Election Official handbook;
- Confirm voting place meeting arrangements with DRO;
- Administer Oath of Secrecy to Poll Supervisor and DRO, where applicable;
- Accurately and efficiently process voters as instructed;
- Check Elector Identification;
- Remove candidate literature from any part of the voting place;
- Call in unofficial election results to Town hall as instructed;
- Assist the Poll Supervisor and DRO to close the voting place; and
- Where requested, reconcile any discrepancies with Town staff.

Qualifications:

- Good customer service (including customer service standards pertaining to electors with disabilities) and communication skills;
- Accuracy and attention to detail;
- Simple mathematical competency; and
- Previous federal, provincial or municipal election experience an asset.

Revision Officer:

- Carefully review training materials and Election Official handbook;
- Assist DROs and Poll Clerks to ensure furniture and signage is appropriately placed;
- Accurately and efficiently process amendments to the Voters' List as instructed;
- Assist the Poll Supervisor, DRO and Poll Clerk to close the voting place;
- Liaise with the Poll Supervisor, DRO or Town staff to address issues or concerns outside their knowledge; and
- Where requested, respond to enquiries with Town staff.

Qualifications:

- Good customer service (including customer service standards pertaining to electors with disabilities), problem solving and communication skills;
- Accuracy and attention to detail; and
- Previous federal, provincial or municipal election experience an asset.



TEMPORARY ELECTION OFFICIALS – DESCRIPTION OF DUTIES
TOWN OF WHITCHURCH-STOUFFVILLE

Election Constable:

- Assist DROs and Poll Clerks to ensure furniture and signage is appropriately placed;
- Provide information and direction to voters;
- Perform the duties of the Revision Officer if required;
- Remove candidate literature from any part of the voting place;
- Liaise with the Poll Supervisor, DRO or Town staff to address issues or concerns outside their knowledge;
- Accurately and efficiently process amendments to the Voters' List as instructed;
- Assist the Poll Supervisor, DRO and Poll Clerk to close the voting place; and
- Where requested, respond to enquiries with Town staff.

Qualifications:

- Good customer service (including customer service standards pertaining to electors with disabilities), problem solving and communication skills;
- Accuracy and attention to detail; and
- Previous federal, provincial or municipal election experience an asset.



APPLICATION FORM FOR TEMPORARY ELECTION OFFICIALS
OCTOBER 25th, 2010

***Please submit your application as soon as possible:
email: election@townofws.ca or
deliver to 37 Sandiford Drive, 4th Floor, Stouffville, ON
(There is an after-hours drop box at the west entrance off of Sandiford Drive.)***

First Name Last Name

Address: No. Street Apartment

Town Postal Code

Home phone Cell phone

Occupation E-mail address

Please indicate your **1st** and **2nd** choice in the space provided below. - *Note:* Electronic Vote Tabulating Equipment is being utilized for Advance Votes as part of a pilot project. As a result, Town Staff will be working the Advance Votes.

<u>Election Day - Mon. Oct. 25</u>	<i>FIRST CHOICE</i>	<i>SECOND CHOICE</i>
Deputy Returning Officer (\$210.00)	<input type="checkbox"/>	<input type="checkbox"/>
Poll Clerk (\$160.00)	<input type="checkbox"/>	<input type="checkbox"/>
Poll Supervisor (\$270.00)	<input type="checkbox"/>	<input type="checkbox"/>
Constable / Revision Officer (\$155.00)	<input type="checkbox"/>	<input type="checkbox"/>
Standby (\$75.00)	<input type="checkbox"/>	<input type="checkbox"/>
DRO for Roving Polls (\$225.00)	<input type="checkbox"/>	<input type="checkbox"/>
Poll Clerk for Roving Polls (\$175.00)	<input type="checkbox"/>	<input type="checkbox"/>

1. What area of the municipality do you prefer to work in?

2. Do you have a partner who you wish to work with? If so, please provide name of partner.

The Town will endeavour to accommodate your preferences, as noted above, however it may not be possible to do so in all cases.

3. Would you prefer to attend a training session during: Day Evening

4. Do you have access to a vehicle? Yes No

5. Do you have access to a cell phone? Yes No

6. Do you have previous election experience? Yes No

If yes, in what capacity and when:

7. Do you have any previous customer service experience? Yes No

If yes, please explain:

8. Please check here if you agree to permit the Town to release your name and contact information to the provincial and/or federal election returning officers for employment purposes only.

Please ensure you have carefully reviewed the general information section, description of duties and qualifications for the position you are applying. As a condition of employment, Election Officials must not demonstrate partiality towards any particular candidate or candidates, and must refrain from campaigning and posting campaign signage on one's property.

Date

Signature

Personal information requested on this form is collected under the authority of the Municipal Elections Act, 1996, and will be used to determine eligibility for employment. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at 905-640-1910 or 905-895-5299 ext 222

For Office Use Only:

Preliminary Assignment:

Ward:

Poll:

Voting Place:

Final Assignment:

Ward:

Poll:

Voting Place:

Training Date assigned:

Completed Training:

Yes

No