

CITY OF KINGSTON 2010 MUNICIPAL ELECTION **BRIEF JOB DESCRIPTIONS FOR ELECTION OFFICIALS**

General Information

- ◆ Election officials must be a minimum of 18 years of age and may not be a candidate or the spouse, sibling, parent or child, or grandparent or grandchild of a candidate running in the 2010 municipal election.
- ◆ Election officials will be required to attend a mandatory training session.
- ◆ Election officials will be required to arrive at their designated voting place at a specified time and remain there until after voting closes and all of their duties have been completed.
- ◆ Election officials must provide their own transportation to and from the polls.
- ◆ All Voting Places are “non-smoking”.

Job Descriptions

Technical Deputy Returning Officer (TDRO)

- The rate of pay for this position is \$225 per day. This rate of pay includes payment for attendance at the mandatory training session.
- One Technical DRO (TDRO) is appointed for each voting location. The TDRO is responsible for the conduct of the voting place. No person has the right to interfere with the discharge of the TDRO's duties. The TDRO is to arrive at the voting location no later than 45 minutes before the scheduled opening time of the voting location.
- The Technical DRO must have their own transportation/vehicle and must be able to lift and carry items that weigh 25 to 30 pounds.
- The responsibilities of a TDRO include the following:
 - ✓ Receiving ballots from Election Office Staff
 - ✓ Issuing bundles of ballots to DRO's throughout the day
 - ✓ Operate the AccuVote Vote Tabulators
 - ✓ Producing zero totals report – Balancing reports at the end of the day
 - ✓ Receiving completed ballots from voters
 - ✓ Inserting ballots into the ballot box through the Vote Tabulator
 - ✓ Generating totals tape
 - ✓ Assisting DRO's as necessary throughout the day
 - ✓ Picking up supplies from Election Headquarters one day prior to each voting day
 - ✓ Returning all supplies to Election Headquarters at the end of each voting day
 - ✓ Coordinating your election team for arrival at polls; - and/or - on Advance Voting Days:
 - Receive the voter identification card from elector, as provided to him/her by the DRO,
 - Program Touch Screen voter cards using computer;
 - Maintain supply of voter cards throughout the day;
 - Maintain tally of electors using Touch Screen.

Deputy Returning Officer (DRO)

- The rate of pay for this position is \$150 per day. This rate of pay includes payment for attendance at the mandatory training session.
- Two to six DRO's will be appointed for each voting place.
- The Deputy Returning Officer (DRO) is responsible for issuing ballots to voters and maintaining the official voters' list.
- The DRO must have their own transportation/vehicle
- The responsibilities of a DRO include the following:
 - ✓ Confirm proof of identity and residence of electors using the prescribed identification. If an elector does not have the necessary identification, the DRO will have the elector complete the prescribed application form

- ✓ locating and crossing off voters name on voters' list
- ✓ determining ballot type to be issued
- ✓ issuing ballot or voter group identification card to voter
- ✓ instructing voter on voting procedure
- ✓ assisting disabled and voters with accessibility issues, as required
- ✓ if poll does not balance, return with TDRO to election headquarters at the end of each voting day

Revision Clerk (RC)

- The rate of pay for this position is \$150 per day. This rate of pay includes payment for attendance at the mandatory training session.
- One or two RC's will be appointed for each voting place.
- The responsibilities of a Revision Clerk include the following:
 - ✓ assisting voters whose names are not on voters' list, or whose entry on the voters' list needs to be revised
 - ✓ issuing Oral Oath of Qualification
 - ✓ assisting incapacitated voters, as required
 - ✓ assisting TDRO with transporting supplies to his/her vehicle, as required

Information Clerk (IC)

- The rate of pay for this position is \$110 per day. This rate of pay includes payment for attendance at the mandatory training session.
- One Information Clerk will be appointed for each voting place.
- The Information Clerk must be able to lift and carry items that weigh 25 to 30 pounds.
- Information Clerks will be situated at the entrance of the vote place and will be the first election official to greet voters as they arrive.
- The responsibilities of an IC include the following:
 - ✓ greeting voters as they enter the vote place
 - ✓ assisting voters who are confused about where they should vote
 - ✓ identifying appropriate voting place for voters who have attended the incorrect voting place
 - ✓ assisting in the voting activities as required, but must **not** fill in for other Election Officials' duties
 - ✓ looking after the re-supplying of secrecy folders and markers for DRO's, posting signs, etc. as required throughout the voting day
 - ✓ assisting the TDRO with transporting supplies to his/her vehicle, as required

Standby

- The rate of pay for this position is \$50 per day. This rate of pay includes payment for attendance at the mandatory training session.
- The Standby must have their own transportation/vehicle and be able to lift and carry items that weigh 25 to 30 pounds.
- The responsibilities of a Standby include the following:
 - ✓ Report to the Election Office at City Hall on each of the three voting days (October 16, October 20 and October 25, 2010) one and one-half hours prior to scheduled opening of poll locations
 - ✓ If an appointed election official is unable to fulfill their duties and a vacancy occurs, the Standby will be delegated to fill the vacancy and work at the voting location for the balance of the day and be paid the rate of pay for the position being filled and not the Standby rate.
 - ✓ If vacancies do not occur, the Standby will be released from "waiting" 2 hours after the scheduled opening time of the polls and will be paid \$50 per day