



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

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

Application forms are available at Town Hall and on-line at www.forterie.ca/pages/ElectionEmploymentOpportunities.

Applications may be submitted via email to 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