



Ballot Handler

SUMMARY OF DUTIES: The Ballot Handler assists multiple EDRO / RDRO's in supplying the correct ballot for the voter at a voting location.

DUTIES AND RESPONSIBILITIES:

1. Report to the Poll Supervisor and notify any incidents that occur or complaints that are made at a voting location in a timely manner.
2. Ensure the voting location is free of any campaign materials.
3. Verify receipt of the prescribed number of ballots received from the City Clerk is accurate before the voting location opens.
4. Assist the EDRO / RDRO's with providing the paper ballot as per the voter's information on the voters' list (computer).
5. The EDRO / RDRO's will confirm the ballot type with the elector and the ballot handler will provide the confirmed ballot to the EDRO / RDRO.
6. At the close of polls assist with balancing the unused, defective, spoiled ballots along with the ballots issued throughout the day by the EDRO / RDRO's.
7. Manage a large flow of electors within a voting location.
8. Assist with cleaning up the voting location.

POSITION REQUIREMENTS:

- Available to work up to 12 hours on election day
- Available to attend a training session
- Ability to read and observe voting procedures at the voting location
- Strong interpersonal communication and customer service skills
- Ability to stand for long periods of time
- Ability to learn and adapt quickly and complete repetitive duties
- Ability to multi-task

Rate of Pay: \$200

Training: \$16 per hour