Vote Tabulator Operator

SUMMARY OF DUTIES: The Vote Tabulator Operator feeds ballots into the vote tabulator and prints the candidate results tape using preprogrammed vendor software.

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 that the tabulator case and ballot box have been delivered to the voting location.
4.   Turn on the tabulator and print tapes that indicate a zero balance prior to the poll opening.
5.   Insert the ballots into the vote tabulator.
6.   Assist the voter in the automated voting process.
7.   Educate voters on the status of their ballot if the vote tabulator rejects a ballot.
8.   Close the poll and generate the tabulated results on election night and power down the vote tabulator.
9.   Pack-up the equipment to be delivered back to City Hall.
10.   Manage a large flow of electors within a voting location.
11.   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: $230   Training: $16 per hour