



Election Official

Purpose

Election Officials are assigned to a dual roll the first one is supporting the Revision Deputy Returning Officer (RDRO) who is responsible for determining voter eligibility, processing revisions to the Voters' List, and issuing ballots to eligible electors in accordance with the Municipal Elections Act 1996. The second role is the Tabulator Operator who is responsible for the secure and accurate operation of ballot tabulators during voting and results reporting.

Key Responsibilities

- Assist with set up, operation, and closing of institutional voting locations
- Support the RDRO in processing electors and issuing ballots
- Assist electors who may require additional time or accommodation
- Complete election forms and records accurately
- Operate ballot tabulators if assigned and trained
- Maintain confidentiality, dignity, and professionalism at all times
- Temporarily assume RDRO duties if required

Qualifications

- Eligible elector in the City of Welland
- Strong interpersonal and customer service skills
- Ability to work patiently with vulnerable populations
- Computer skills as required by assignment
- Successful completion of mandatory training and testing

All election officials are expected to uphold professionalism, confidentiality, impartiality, and accessibility standards in accordance with legislation and Clerk's procedures.