



Tabulator Operator

Purpose

The Tabulator Operator is responsible for the secure and accurate operation of ballot tabulators during voting and results reporting.

Key Responsibilities

- Set up, test, and open the tabulator in accordance with procedures
- Process ballots using the tabulator
- Assist electors as required without influencing voting
- Troubleshoot minor issues and escalate technical problems as required
- Close the tabulator and generate results reports
- Maintain chain-of-custody for tabulator materials
- Assist with closing procedures and packing election supplies

Qualifications

- Eligible elector in the City of Welland
- Strong computer and technical aptitude
- Reliable, detail-oriented, and able to follow procedures precisely
- Ability to lift up to 30 pounds
- 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.