



BALLOT OFFICER

2026 MUNICIPAL & SCHOOL BOARD ELECTION

Four (4) Positions available on Election Day

Monday October 26, 2026 from 9:00 am to 9:00 pm

Training will take place in late September/early October for approximately 2 hours

Compensation for the shift including the training session will be \$420.00

Duties and Responsibilities

- Confirm voters' school support
- Select appropriate ballot and provide to voter in secrecy folder
- Use electronic voter's list software to mark voter as voted
- Direct voter to voting station and Tabulation Officer
- Support the voting location team with setting up, opening and closing the voting location

Skills Required

- Excellent customer service skills
- Comfortable working with computers and related technology
- Problem-solver
- Highly organized
- Team player