



# TABULATION OFFICER

## 2026 MUNICIPAL & SCHOOL BOARD ELECTION

### Two (2) 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 \$360.00

### Duties and Responsibilities

- Operate a vote tabulator
- Assist with setting up, opening and closing the voting location
- Receive ballots from voters and feed ballots into the tabulator
- Instruct people on the use of accessibility voting equipment
- Troubleshoot tabulator issues
- 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
- Able to lift and carry items that weigh 25-30lbs