



MOBILE REVISION/BALLOT OFFICER

2026 MUNICIPAL & SCHOOL BOARD ELECTION

One (1) Position available at multiple locations

Monday October 19, Wednesday October 21 and Thursday October 22, 2026

12:00 pm to 5:00 pm

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

Compensation for the shift including the training session will be \$175.00

Duties and Responsibilities

- Greet and assist electors who are coming into the voting location to vote
- Confirm voter identification
- Issue written oaths of qualification to voters if identification is insufficient
- Use electronic voter's list software to search for and add individuals to the voter's list and/or revise their information
- 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 box
- 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