

## Responsibilities and Qualifications for Election Positions

Position	Key Responsibilities	Qualifications
Supervisory Deputy Returning Officer (SDRO)	<ul style="list-style-type: none"> <li>• Supervising Election staff at assigned polling places, and providing performance review of assigned staff</li> <li>• Ensure completion and collection of staff attendance sheets</li> <li>• Ensure all opening and closing procedures are followed</li> <li>• Oversee operation of assigned poll</li> <li>• Communicate and resolve issues with voters</li> <li>• Maintain an orderly flow throughout day</li> <li>• Ensure each poll regularly balances the forms against the number of ballots issued</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to execute sound judgment when dealing with issues within polling place</li> <li>• Competent and reliable</li> <li>• Experience dealing with the public and in resolution of conflicts (professionalism)</li> <li>• Knowledge of electoral processes, voting rules and polling areas</li> <li>• Knowledge of the responsibilities of each poll official</li> <li>• No political involvement from time of taking oath until after Election Day</li> </ul>
Deputy Returning Officer (DRO)	<ul style="list-style-type: none"> <li>• Set up, opening and closing of polls</li> <li>• Process voters, confirm ID and issue ballots</li> <li>• Maintain security of ballot box and ballots</li> <li>• Supervise voting process</li> <li>• Set up and operation of vote counting equipment</li> <li>• Assisting voters in casting their ballots</li> <li>• Balance the forms received against the ballots issued regularly throughout the day</li> <li>• Maintains peace and order in polling place</li> <li>• Conduct ballot count and reporting procedures</li> <li>• Return of equipment, supplies and contents to Election headquarters</li> </ul>	<ul style="list-style-type: none"> <li>• Competent and reliable</li> <li>• Experience dealing with the public, and good customer service skills</li> <li>• Knowledge of electoral processes, voting rules and polling areas</li> <li>• Organizational skills</li> <li>• Ability to perform repetitive tasks and basic math calculations</li> <li>• Ability to learn and be efficient in the use of electronic voting equipment</li> <li>• No political involvement from time of taking oath until after Election Day</li> </ul>
Poll Clerk (PC)	<ul style="list-style-type: none"> <li>• Greeting the voters and confirming the voter is at the correct polling location and has required ID available</li> <li>• Assist voter in filling out required forms</li> <li>• Assist the Supervisor in set up and closing activities</li> <li>• Assist with ensuring orderly flow throughout poll</li> <li>• Directing voters to designated areas to vote</li> </ul>	<ul style="list-style-type: none"> <li>• Competent and reliable</li> <li>• Experience dealing with the public, and good customer service skills</li> <li>• Knowledge voting rules and polling areas, including reading and understanding maps</li> <li>• Be able to speak to and direct individuals as required</li> <li>• No political involvement from time of taking oath until after Election Day</li> </ul>