

2026 Municipal Election
Election Official Job Descriptions

Access Election Officer

Responsibilities and Requirements

- Assists with the opening and closing of the voting place
- Greets and directs voters while ensuring they have proper identification
- Assists electors at the voting location and provide them with instructions and directions
- May receive ballots from voters and feeds ballots into vote tabulator
- Must have excellent customer service skills
- Some physical activity with prolonged periods of standing
- Escalate elector issues to the Returning Officer or Deputy Returning Officer in an efficient and timely manner

Time Commitment

- Training: mandatory in-person training session – approximately 1 hour
- Election day: 9:00 am. to approximately 9:00 pm
- Advanced voting day: 9:00 am to approximately 5:00 pm

Pay

- Election day: \$225
- Advanced voting day: \$150

Ballot and Revision Election Official

Responsibilities and Requirements

- Assists with the opening and closing of the voting place
- May assist voters who need to add, change or remove their name or information on the voters' list
- May locate voter on the voters' list and mark voter as voted
- May issue ballots and administers oaths
- Ensures forms are filled out correctly and signed
- Must have excellent customer service skills
- Must be highly organized and a team player

Time Commitment

- Training: mandatory in-person training session – approximately 1.5 hours
- Election Day: 9:00 am. to approximately 9:00 pm
- Advanced voting day: 9:00 am to approximately 5:00 pm

Pay

- Election day: \$225
- Advanced voting day: \$150