



Hamilton

Application for Election Employment – Public
City of Hamilton Municipal Election 2022

Please Print Clearly

Form with fields: Surname, First Name, Address, City, Postal Code, Daytime Telephone Number, Evening Telephone Number, Cell Phone Number, E-mail address

1. Have you worked on a municipal, provincial or federal election before? [] Yes [] No

2. If yes, please give the most recent year(s) worked and the position you held.

Blank lines for answer to question 2

3. Do you have access to transportation on Election Day, Monday, October 24, 2022? [] Yes [] No

4. Are you willing to work anywhere in your ward? [] Yes [] No

5. Are you willing to work anywhere in the City of Hamilton? [] Yes [] No

6. Please list languages that you can speak and read:

1. _____ 2. _____ 3. _____

7. Do you have customer service experience? [] Yes [] No

8. Are you able to perform basic mathematic calculations such as adding and subtraction?

[] Yes [] No

9. Are you willing to be a stand-by for Election if no other positions are available?

[] Yes [] No

Prior to selecting a position please review the attached job description sheet which lists the positions available and an explanation of each job function.

Please list by preference which positions you would like to be considered for:

1st Choice _____

2nd Choice _____

Please note that this application does not guarantee placement. If selected for an election position you will be notified by e-mail and letter of your location and the date of your training session.

If appointed I understand that I am required to attend a mandatory training session, and that I am responsible for my own transportation to and from the training session, and my assigned polling location.

*****Training will take place in September or early October online or in person depending on position. You will be contacted with specific details closer to that time.**

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

I certify that the statements made in this application are true and correct to the best of my knowledge. I agree that any misrepresentation may cause the withdrawal of any job offer.

Signature _____ Date _____

Applications are to be returned to: E-mail: elections@hamilton.ca
In person: Office of the City Clerk
Election Office at City Hall
71 Main Street West, 1st floor,
Hamilton, Ontario L8P 4Y5

For City of Hamilton Office Use Only		
Date Received	Received By	Hired Yes <input type="checkbox"/> No <input type="checkbox"/>
Position	Location Ward # _____ Sub # _____	Training Date

Personal information on this form is collected under the authority of the Municipal Act, 2001, S. 270. The information is being collected to assess your suitability for a position with the Elections Office, City of Hamilton and for no other purpose. If you have any questions about this form, please contact Aine Leadbetter, Manager Elections Print and Mail at 905-546-2424 x2753 or by email at aine.leadbetter@hamilton.ca

MANAGING DEPUTY RETURNING OFFICER (MDRO) (\$425)

- Supervision of the polling location
- Contact person for the Ward Centre and Election office in the event of any problems at the voting location
- Main point of contact for candidates and/or scrutineers onsite – they will verify candidate identification, and Scrutineer forms, issuing name tags to each upon verification
- Responsible for the overall operation of the poll
- May step in to cover positions, as necessary, to allow for breaks, etc.
- Will assist in managing the overall flow of electors throughout the poll, stepping in to assist with 'bottle-necking', etc.
- Responsible for the setting up and closing of the voting location
- Responsible for opening and closing of the voting location
- Ensure that no campaign material for any candidate is displayed within the voting location or on the exterior of the property
- Respond to electors' issues/comments/concerns in a professional manner
- Responsible for ensuring that the final Ballot Summary for each Deputy
- Returning Officer at your voting location is completed and accurate
- Transport ballot box(es), and supply boxes to the Ward Depot Site at the close of polls

Required

- Vehicle required for pick up and return of supplies
- At least 18 years old
- Ability to lift 40+ lbs.
- Proven leadership skills
- Ability to manage a wide range of personalities
- Ability to problem-solve, teach and coach
- Ability to multi-task
- Ability to accurately complete prescribed forms

DEPUTY RETURNING OFFICER (DROs) (\$265)

- Deputy Returning Officers are responsible for striking voters off the Voters' list and for distributing the appropriate ballot to each elector
- Only electors who are on (or have been added to) the Voters' list, and who have (or have attested to having) proper identification should be reaching the DRO table
- Once identification has (again) been verified, the DRO will strike the voter from the Voters' list and give them their ballot. The voter will then be directed to the Voting screens or to the Accessible Voting machine where they will mark their ballot
- Should a friend or interpreter be accompanying a voter, the DRO will first issue an oral oath of secrecy to the helper and will then proceed through the regular steps to issue a ballot to the elector.
- DRO will accept Voting Proxy forms from individuals appointed as a proxy, and issue ballots accordingly
- DRO will, with the assistance of the MDRO, provide curbside voting opportunities to individuals requiring that accommodation
- Assists in the setting up and closing of the voting location

Required

- Excellent communication skills
- At least 18 years old
- Excellent customer service skills
- Ability to accurately follow procedures
- Ability to effectively provide instruction
- Ability to handle stress
- Strong organizational, mathematical, and analytical abilities
- Ability to multi-task
- Strong computer skills required locate and strike off voters from the electronic Voters' list

REVISION OFFICER (RO) (\$250)

- Will only see electors who require assistance:
 - Will assist electors who are not on the Voters' list to add themselves, or alter their info on the Voters' List
 - Will assist electors who do not have proper identification to complete a Declaration of Identity
- Once electors have been added to, or corrected on the list, **and** have appropriate identification they will be directed to the DRO tables (or to the Touch Screen Specialist when required)
- assists in the setting up and closing of the voting location

Required

- Excellent communication skills
- At least 18 years old
- Ability to effectively provide instruction
- Strong organizational skills
- Ability to handle stress
- Ability to print, and complete forms legibly
- Strong communication and organizational skills
- Ability to handle stress
- Ability to explain/educate electors on the Voters' List and identification requirements
- Strong computer skills required to add voters to, and/or make corrections on the Voters' list

TABULATOR DEPUTY RETURNING OFFICER (TDRO) (\$235)

- Responsible for picking up the tabulator and ballot box(es) from the Election office and transporting them to the poll for election day
- TDRO will set up tabulator and ballot box inside the poll and ensure it is in proper working order prior to the opening of the poll
- Assists in the setting up and closing of the voting location
- TDRO is responsible for operating, and troubleshooting the tabulator in accordance with their training, and training guide throughout the day
- The Tabulating DRO will receive completed ballots from voters and run them through the tabulator
- Once ballots are successfully tabulated, the TDRO will advise the elector that their vote has been cast and they are free to go
- At the end of the night the TDRO is responsible for appropriately shutting down the machine to ensure accurate vote tabulation
- At the close of voting, the TDRO will return the tabulator and sealed ballot box(es) to the Ward Centre for transport and results tabulation

Required

- Vehicle required
- At least 18 years old
- Ability to lift 40 lbs
- Strong technological aptitude
- Ability to follow trouble-shooting steps in order to resolve technical issues should they arise
- Preference will be given to those with prior experience operating municipal or provincial tabulators

ELECTION ASSISTANT (EA) (\$215)

- First point of contact for voters once inside the poll
- Should 'triage' Voters by verifying 3 things:
 - Is the voter in the correct location? (verified by voter cards, and/or street index)
 - Is the voter on the voters list? (verified on ePoll book if they do not have a voter card)
 - Do they have acceptable identification? (verified by Ontario reg. 304/13)
- Any voters without proper identification, or who are not on the Voters' list are directed to a Revision Assistant to fill out the necessary forms
- Voters who are on the Voters' list and who have proper identification are directed to the DRO tables to receive their ballot
- Election Assistants will alert the MDRO when any candidates or Scrutineers arrive to the poll assists in the setting up and closing of the voting location

Required

- Excellent communication skills
- At least 18 years old
- Ability to effectively provide instruction
- Strong organizational skills
- Ability to handle stress
- Ability to explain/educate electors on the Voters' List and the voting process
- Ability to read and interpret ward maps, and Voter Street Index
- Computer skills required to accurately locate voters in electronic Voters' List (ePoll book)
- Ability to multi-task

GREETER/SCREENER (G/S) (\$200)

- Should be at or outside of main entrance
- First point of contact for voters
- Should assist with directing to the polls/assisting with doors as required
- Will (likely) be required to ask COVID screening questions before allowing voters to enter the poll
- Can verify that voters are in the correct location/have VINs and ID ready if lineups exist
- Will assist with parking duties should issues arise
- Assists in the setting up and closing of the voting location

Required

- Excellent inter-personal and communication skills
- Ability to follow direction
- At least 16 years old
- No previous Election experience required

SCREENER/CLEANER (S/C) (\$200)

- Should be inside the building, just outside of the poll
- Second point of contact for voters
- To help streamline the process, these individuals will ask voters if they have their Voters cards and ID, ensuring that they have them ready for when they approach the Election Assistant table
- If lineups exist, they will ensure chairs are available for those who may require them
- Responsible for disinfecting/cleaning as required, ensuring 2m distance maintained
- Assists in the setting up and closing of the voting location

Required

- Excellent inter-personal and communication skills
- At least 16 years old
- Ability to follow direction
- No previous Election experience required