

Application to Work - City of Sarnia Municipal Election 2010

The next Municipal Election is right around the corner, and the City of Sarnia needs your help. We are currently hiring Election Workers for the City's Municipal Election taking place on Monday, October 25, 2010. If you are interested in taking part, please complete an application as outlined below. Please note the hours of work on Election Day for all Election Workers are 9:00 a.m. to approximately 9:00 p.m.

In addition to working on Election Day, all Election Workers are required to attend a training session. Training is mandatory for all positions, and no exceptions or alternate arrangements will be made.

Available Positions:

Tabulator Operator - Remuneration \$175.00

Primary functions:

- Assist with the timely setup and closing of the Voting Place;
- Setup of tabulator and ballot box in the Voting Place;
- Feeding ballots into the Tabulator throughout the day;
- Assisting voters as required to ensure proper marking and tabulating of ballots;
- Tabulation of results at the close of the voting and transmitting results via modem (phone lines) to City Hall;

***Complete and return necessary paperwork to City Hall at the end of the Voting Day.**

Deputy Returning Officer (DRO) - Remuneration \$175.00

Primary functions:

- Assist with the timely setup and closing of the Voting Place;
- Administering oaths as required;
- Providing eligible voters with the appropriate ballot;
- Maintaining the Voter's List;
- Keeping a tally of all of the ballots provided to voters;
- Accounting for all ballots at the close of voting;
- Verify your accounting with the Tabulator Operator

***Complete and return necessary paperwork to City Hall at the end of the Voting Day.**

Poll Clerk - Remuneration \$135.00

Primary functions:

- Assist with the timely setup and closing of the Voting Place;
- Assist the DRO with providing eligible voters with the appropriate ballot;
- Assist the DRO in maintaining the Voter's List;
- Assist the DRO in keeping a tally of all of the ballots provided to voters;
- Assist the DRO in the accounting for all ballots at the close of voting;

***Accompany the DRO in returning the paperwork to City Hall at the end of the Voting Day.**

Affidavits Clerk - Remuneration \$120.00

Primary functions:

Complete forms to add or revise a voter's information to the Voter's List
Assisting voter's as required with election procedures
Assisting in the general conduct of the Election

Election Assistants- (Students) - Remuneration \$40.00

Primary functions:

Required during the peak voting times generally 4:00 pm to 8:00 pm to assist the Tabulator Operator, Deputy Returning Officers and Affidavits Clerks as required.

* **Please note in lieu of remuneration student volunteer hours are available.**

How to Apply:

Please fill out the online application form at

<http://www.sarnia.ca/forms/Default.asp?action=displayform&formid=4> or;

In Person at Sarnia City Hall, 255 N. Christina Street, 2nd Floor, Clerk's Department;

Request an application by phone at 519-332-0330, Ext. 264.

If, after applying you find you are unable to work the Municipal Election, please **immediately notify** Joan Knight, at City Hall, (519) 332-0330 Ext. 264.

Be advised that if you are appointed to work in the Municipal Election, an appointment letter will be mailed to you by September 7th, 2010.