

# **Chief Officer of Election**

## **GENERAL STATEMENT OF DUTIES**

The Chief Officer of Election is responsible for the management of a designated polling place on Election Day, acts as the electoral representative for the designated polling place, and performs other specific duties as listed below.

## **EXAMPLES OF SPECIFIC DUTIES**

- Confirms the roster of Officers of Election working on Election Day;
- Recruits additional personnel as needed;
- Trains Officers of Election assigned to their precinct;
- Picks up election supplies and materials prior to the election;
- Attends Chief Officer meetings;
- Supervises the unpacking and set up of the polling place equipment and election materials;
- Ensures that proper procedures are followed on Election Day;
- Solves problems when possible, contacts the General Registrar's Office when necessary;
- Reports mechanical difficulties;
- Completes payroll forms;
- Certifies election results;
- Reports election results to Election Central after the polls close on Election Day;
- Supervises the packing and disassembly of the polling place equipment and election materials;
- Returns election supplies and materials no later than 10:00 a.m. on the day following the election; and
- Performs other work as required by the Electoral Board or the General Registrar.

# **Deputy Chief Officer of Election**

## **GENERAL STATEMENT OF DUTIES**

The Deputy Chief Officer of Election is responsible for assisting the Chief Officer of Election in the management of the designated polling place on Election Day. The Deputy Chief should be prepared to assume the duties of the Chief Officer of Election when necessary. The Deputy Chief also performs other work as required. Due to the possibility of family emergencies family members are excluded as candidates for this position.

## **EXAMPLES OF SPECIFIC DUTIES**

All of the following duties are carried out by the Deputy Chief at the discretion and the direction of the Chief Officer of Election for the designated polling place:

- Recruits additional personnel as needed;
- Trains officers of election assigned to their precinct; picks up election supplies and materials prior to the election;
- Attends Chief Officer meetings;
- Supervises the unpacking and set up of the polling place equipment and election materials;
- Ensures that proper procedures are followed on election day;
- Solves problems whenever possible, contacts the General Registrar's office when necessary;
- Reports mechanical difficulties;
- Completes payroll forms;
- Certifies election results;
- Reports election results to Election Central after the polls close on election day;
- Supervises the packing and disassembly of the polling place equipment and election materials;
- Returns election supplies and materials no later than 10:00 a.m. on the day following the election; and
- Performs other work as required by the Chief Officer, Electoral Board, or General Registrar.

# **Officer of Election**

## **GENERAL STATEMENT OF DUTIES**

An Officer of Election is responsible for performing a variety of duties at a designated polling place on Election Day. An Officer of Election should be prepared to change duties when necessary. An Officer of Election also performs other work as required.

## **EXAMPLES OF SPECIFIC DUTIES**

All of the following duties are carried out by the Officer of Election at the discretion and the direction of the Chief Officer or the Deputy Chief Officer for a designated polling place:

- Assists in the unpacking and set up of the polling place equipment and election materials;
- Ensures that each voter is marked off the Precinct Roster and Pollbook;
- Ensures that each voter is offered the opportunity for a hands on demonstration of the voting equipment;
- Ensures that each voter receives one ballot;
- Ensures that each voter is directed to the next available voting booth and that the booth has been prepared for the next voter;
- Ensures that each voter inserts the ballot into the vote counter before leaving the premises;
- Refers problems to the Chief Officer or the Deputy Chief when necessary;
- Reports mechanical difficulties to the Chief Officer or the Deputy Chief;
- Assists in the packing and disassembly of the polling place equipment and election materials; and
- Performs other work as required by the Chief Officer, Deputy Chief Officer, Electoral Board, or General Registrar.