

Vote Counter

Position Summary

Under the direction of the Clerk, is responsible for assisting in the secure processing, verification, sorting, counting, and reconciliation of mail-in ballots during a municipal election. The incumbent ensures all ballots are handled in accordance with election legislation, procedures, and established chain-of-custody requirements while maintaining the integrity, secrecy, and accuracy of the vote count.

Key Responsibilities

- Attend mandatory election training and count procedures briefing.
- Assist with the preparation of ballot counting areas and materials.
- Verify ballot packages and supporting documentation in accordance with established procedures.
- Sort and organize returned mail-in ballots for counting.
- Review ballots to determine validity based on election procedures and legislative requirements.
- Count ballots manually
- Accurately record vote totals, rejected ballots, spoiled ballots, and other count statistics.
- Reconcile ballot counts with control totals and election records.
- Assist with the completion of count reports, tally sheets, and official election documentation.
- Maintain the security and confidentiality of ballots and election materials at all times.
- Report discrepancies, concerns, or procedural irregularities immediately to the Clerk.
- Assist with securing and packaging election materials following completion of the count.
- Perform other election-related duties as assigned.

Knowledge, Skills and Abilities

- Strong attention to detail and accuracy.
- Ability to follow detailed written and verbal instructions.
- Ability to perform repetitive tasks while maintaining concentration.
- Basic mathematical and reconciliation skills.
- Ability to maintain confidentiality and impartiality.
- Strong organizational skills.
- Ability to work effectively in a team environment.
- Ability to work under time-sensitive conditions and strict procedural requirements.