

DUTIES OF ELECTION OFFICIALS

1. Attend the Training Session at a time and location scheduled by the Clerk
2. Take an “Oath of Office” & “Oath of Secrecy”
3. Arrive at the Voting Place at 5 p.m. and assist the DRO with setting up the Counting Station
4. Assist the Deputy Returning Officer (DRO) at the assigned Counting Station
5. Election Official will open Envelopes, cross electors names off the voters’ list, and put secrecy envelopes in bundles of 100.
6. Count ballots with the DRO with specific responsibility to record the ballot count. Complete Statement of Results for each bundle of 100 ballots.
7. Assist the DRO with sealing the Ballot Box, election results and delivery of election results and ballot boxes to the Clerk in the form and manner instructed.
8. Assist in removing election material from Voting Place