



The Corporation of the Town of Kingsville

2026 Municipal Election

(Ballot Officer)

Job Description: Ballot Officer

Position Summary

Reporting to the Supervisor Deputy Returning Officer, the Ballot Officer is responsible for issuing ballots to qualified electors and maintaining the Voters' List.

Specific Duties

- Arrive at the Voting Place at the predetermined time agreed upon with the Returning Officer prior to the opening of the Voting Place.
- Set up the ballot station and assist where necessary in setting up the Voting Place.
- Verify Voter's identification.
- Confirm the Voter's school support to determine which ballot to issue to the Voter.
- Ensure that voting is carried out correctly and everyone who is entitled to vote may do so.
- Issue ballots to Voters, including replacement ballots, when necessary.
- Manage the Voters' List, including tracking the number of ballots distributed, voters who voted and ballots cast in conjunction with the Supervisor Deputy Returning Officer.
- Shut down the Voting Place, pack any technology and poll materials and supplies to be returned to the Clerk at the designated location.
- Remove any posters and signage at the Voting Place.
- Complete the required paperwork and sign the forms in conjunction with the Supervisor Deputy Returning Officer.
- Assist with clean up and sanitization, as required.
- Notify the Supervisor Deputy Returning Officer of any incidents that occur or complaints that are made at the Voting Place in a timely manner.
- Other duties assigned by the Supervisor Deputy Returning Officer, Clerk or their designate.

Qualifications

- Must be a Canadian citizen and at least 18 years of age on Election Day (October 26, 2026).
- Available to work up to 12 hours.
- Available to attend mandatory training session(s).
- Ability to read and observe voting procedures at the Voting Place.



- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to learn quickly and follow verbal and written directions.
- Strong computer skills and ability to complete data entry of voter information using specific software programs, if required.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail.
- Ability to multitask.
- Fluency in more than one language is an asset.
- Previous experience working in an election (municipal, provincial or federal) is an asset.
- Must not be a candidate, third-party advertiser, nor working on a Candidate's campaign in the 2026 Municipal election.

Payment for Election Officials

\$350.00 (This payment is rendered for each full day of services provided in support of working the Election). An additional \$50.00 will added after finishing election training session(s).

How to Apply

Interested candidates must apply online through our website, kingsville.ca/work-here. We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

Privacy Statement: Personal information is collected under the authority of the Municipal Act, 2001 P.S.O. c. 45 and will be used solely in the administration of the above noted request. Questions about the collection of this information or accessibility accommodations can be directed to the Clerk for the Town of Kingsville, 2021 Division Road North, Kingsville, ON N9Y 2Y9, Telephone: 519-733-2305.