



The Corporation of the Town of Kingsville

2026 Municipal Election

(Tabulator Officer)

Job Description: Tabulator Officer

Position Summary

Reporting to the Supervisor Deputy Returning Officer, the Tabulator Officer is stationed at the voting tabulation machine and is responsible for assisting Voters by inserting ballots into the tabulator. At the close of polls, the Tabulator Operator is responsible for closing and opening the tabulator, securing and sealing the ballot boxes, and assists the Supervisor Deputy Returning Officer with the secure return of voting equipment, ballots boxes, and ballots to the counting centre.

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.
- In conjunction with the Supervisor Deputy Returning Officer, set up and test the tabulator for voting.
- Work at the tabulator station and set up the Voting Place.
- Follow troubleshooting steps to assist in resolving issues with the vote tabulator.
- Confirm that all ballots are cast through the tabulator.
- Ensure the conduct and integrity of the election by following established procedures.
- Ensure the privacy of Voter information at the Voting Place.
- Notify the Supervisor Deputy Returning Officer of any services that are disrupted, incidents that occur or complaints that are made at the Voting Place in a timely manner.
- Assist with eligible Voters casting their ballot by feeding the ballots into the vote tabulator machine.
- Assist Voters with disabilities, if required.
- Print Zero Report, when required.
- Shut down the Voting Place, pack any technology and poll materials and supplies to be returned to the designated location.
- Complete the required paperwork and sign the forms in conjunction with the Supervisor Deputy Returning Officer.
- Assist with clean up and sanitization, as required.



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 lift 60 lbs.
- Comfortable with technology.
- 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.