

## Election official roles in technology-enabled voting places

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### Tabulator Officer (TBO)

<b>Work days:</b>	Advance and/or final voting (1-2 days of work)
<b>Hours of Work:</b>	1 hour online training 3.5 hours classroom training 14 hours per voting day worked (approximately 7:00 a.m. to 9:00 p.m.)
<b>Training fee:</b>	\$18 for online training \$62 for classroom training
<b>Daily Rate:</b>	\$310 per day

The Tabulator Officer (TBO) works with the Voting Equipment Officer to set up the vote tabulator, assists voters with inserting ballots into the tabulator and manages tabulator notifications.

Reporting to the Supervisory Voting Officer (SVO), you will:

- Set up, test and troubleshoot the vote tabulator.
- Assist voters with casting their ballot by inserting the ballots into the vote tabulator machine.
- Manage tabulator notifications.
- Direct the flow of voters at the tabulator station.
- Shut down the tabulator station and account for all materials.

### Working conditions

- TBOs must arrive early to set up the voting place and work on their feet for at least 12 hours.
- TBOs are also trained to work as Information Officers (IOs) so they can vary their duties throughout the workday.
- TBOs will be given meal breaks and will leave their station to eat.
- TBOs must bring their own non-perishable meals and beverages. No cooking or refrigeration facilities will be supplied.
- As this role requires long periods of standing, TBOs should wear comfortable footwear.

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- When performing the duties of an IO, they may be required to direct traffic in the parking lot or may be located at the entrance to the voting place. TBOs should dress for the weather (e.g. bring an umbrella, weather-resistant outerwear, and/or sunscreen)

### **To work as a TBO, you must have:**

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- working knowledge of technology
- ability to lift up to 50 lbs. to a counter height
- ability to read and observe procedures
- strong interpersonal communication and problem-solving skills to resolve issues and communicate solutions in an efficient and timely manner
- ability to identify and verify information
- ability to read and key data on a touch screen
- ability to stand and work for long stretches of time
- ability to learn quickly, follow directions, and complete repetitive duties