

All election workers are required to have excellent communication skills. You represent the Town of Sudbury and should be professional when interacting with voters, other election officials, and the general public. Training sessions are offered at least once a year. Training is required for all Election officers.

CHECKERS (CHECK IN or CHECK OUT)

Check in and check out voters. Tabulate votes. Works under the supervision of the Warden and Clerk. Unusual problems are brought to the attention of the warden and/or clerk. Ability to maintain a professional, calm demeanor is essential. Basic math skills and strong interpersonal skills are required. Specific vision abilities include close vision and the ability to adjust focus. Attention to detail. Ability to execute strong hearing and listening is essential. The Checker must be able to vocalize and enunciate; speaking loudly and clearly for their entire shift and be able to learn how to use an IPAD to check in voters.

BALLOT BOX ATTENDANT Supervises the ballot box, assists voters with casting their ballots, ensures ballots are properly read by the voting machine, and supervises voted ballots removed from the ballot box. Works under the supervision of the Warden and Clerk. Extensive contact with the voters. Strong interpersonal skills are required. Specific vision abilities include close vision, ability to read the tabulator screen, and to adjust focus. The Ballot Box Attendant may stand during their shift and be able to speak loudly and clearly in order to properly instruct voters.

GREETER

The greeter is the face of the precinct; she/he directs voters to the appropriate voting locations and answers general election questions. Works under the supervision of the warden and clerk. The greeter must be able to research voters by name and address on a printed list. Greeter must be able to read small print and adjust focus. The greeter may be seated or standing during their shift and needs to communicate effectively in order to properly instruct voters.

TALLY TELLER/CLOSER The Closer's work begins when the polls close. The Closer works under the supervision of the Warden and Clerk. Duties include tallying the voter check-in and check-out lists, sorting ballots and tallying write-in votes or ballots that need to be entirely hand counted. Basic math skills and strong interpersonal skills are required. Specific vision abilities include close vision and the ability to adjust focus. Attention to detail. Ability to execute strong hearing and listening is essential.

***THANK YOU FOR YOUR WILLINGNESS TO SERVE THE
TOWN OF SUDBURY!***