



Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE
PERSONNEL OFFICER
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Rowley, MA 01969

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JOB VACANCY NOTICE **RE-POSTED**

Election Department Positions Town of Rowley

The Town of Rowley is seeking the following positions in the Election Department for employment on an "as-needed" basis.

Election Teller

Election Tellers are responsible for the check-in/check-out process and check off and request the names and addresses of each voter as they come in. Election Tellers also are responsible for handing out ballots as well as privacy shields and magnifiers if requested. At close of voting, check-in/check-out clerks tally the voters they checked in/out and verify to Imagecast number. Minimum qualifications include High School diploma or equivalent. Must be a registered voter in the Town of Rowley. Position is non-union Grade 1 with a FY 24 Rate of \$15.09 per hour.

Election Clerk

The Election Clerk keeps a record of all facts relating to the proceedings of the election required by law to be recorded. The Clerk notes any unusual happenings such as challenged voters' ballots and inoperative machines during the conduct of the election. The Clerk is responsible for maintaining the "Election Record" and filling out forms. The Clerk reads and records the ballot box register before and after the election. Minimum qualifications include High School diploma or equivalent. Must be a registered voter in the Town of Rowley. Position is non-union Grade 2 with a FY 24 Rate of \$16.60 per hour.

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TOWN OF ROWLEY
TOWN CLERK

Election Warden

The warden must make sure that the required materials are available and posted in proper places and in quantities dictated by law. The warden should see that no unauthorized persons are within the guard rail and that no campaign material is inside or within 150 feet of the door to the polling places. It is the warden's responsibility to prevent interference with the voting process and to help voters in accordance with the law. The warden is responsible for completion of forms, handling of challenged ballots and ensuring that voters omitted from lists are properly helped. The warden makes sure that optical scanner ballots and specimen ballots and instruction cards are not tampered with and that no unauthorized information is given out. The warden is responsible for maintaining order and handling violations of election law. Minimum qualifications include High School diploma or equivalent. Must be a registered voter in the Town of Rowley. Position is non-union Grade 3 with a FY 23 Starting Rate of \$17.36 per hour.

Applications to: Personnel Department, Town of Rowley, PO Box 275, 139 Main Street, Rowley, MA 01969. Positions open until filled. EOE.

DME 8/21/23