



TOWN OF HANOVER
DEPARTMENT OF MUNICIPAL FINANCE
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339
781-826-5000

Finance Department

TO: Bulletin Boards at Town Hall, School Department, Library, COA, DPW, Police and Fire Departments and the Town's Website

FROM: Lincoln Heineman
Finance Director

DATE: March 31, 2020

**TEMPORARY/PART-TIME
ELECTION WORKER/WARDENS**

The Town of Hanover is accepting applications for Election Wardens to work the Election Polls on Election Day. This position is a temporary/part-time appointment of the Town Manager which will be effective through July 31, 2020.

General duties include but are not limited to: A Warden is the presiding officer of their precinct and serves under the supervision of the Town Clerk. A Warden schedules and supervises the election officers' performance of duties and maintains order in the polling place. A Warden ensures all voters' access to the polls and handles disabled, inactive, challenged and provisional voters. A Warden tests and monitors the voting tabulators and is responsible for counting the votes in their precinct. As a member of our team, this employee needs to work and communicate well with others to maintain a positive election atmosphere.

The successful candidate must be willing to work 12-20 hours on an Election Day, and will be required to complete the on-line Conflict of Interest Training and attend several mandatory trainings and meetings before Election Day. There is one remaining election this fiscal year on June 27, 2020. The rate of pay is \$17.83/hour in FY'20.

The deadline for application is April 20, 2020. Please submit a cover letter and resume or Town employment application to Ann Lee, Human Resources Director, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail to ann.lee@hanover-ma.gov.

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.
