

## **Supervisor of the Checklist**

In March 2018, the Town of Littleton will have one or more open positions for a Supervisor of the Checklist. The individual(s) elected to fill this position must be a registered Littleton voter.

A Supervisor of the Checklist needs to have computer skills, flexible hours and availability, and the ability to work as a team with the other two Supervisors of the Checklist and the Town Clerk. The time commitment for this position averages roughly 3 to 5 hours per month in non-election months, and roughly 30 hours per month in election months. The annual stipend for this position is \$600.

The key responsibilities of the Supervisors of the Checklist are:

1. Becoming knowledgeable on the New Hampshire voter registration laws, so that they may register and approve new voters, and maintain the Littleton Voter Checklist
2. Working accurately and independently on the New Hampshire Voter Computer database
3. Working all-day on Election Days, the primary responsibility is registering new voters

In anticipation of this open position(s), the Supervisors of the Checklist would welcome any interested registered voters who wish to volunteer as an Assistant Supervisor of the Checklist. Assistant Supervisors of the Checklist will have the opportunity to work with the New Hampshire Voter Computer database, to see if they are interested in running for a position as a Supervisor of the Checklist.

Please email [SOC@townoflittleton.org](mailto:SOC@townoflittleton.org) if you have any questions or are interested in learning about the Supervisor of the Checklist position.