

POSITIONS: Election Official [EO]

DEPARTMENT: Administration

STATUS: Temporary Election Position

#### SUMMARY:

Reporting to the Presiding Election Official (PEO), the Election Official [EO] assists with the administration of voting activities at an assigned voting place during advance voting opportunities and/or General Voting Day for a local government election.

Election Officials perform a variety of duties related to voter registration, ballot issuance, and voting place operations to ensure the election is conducted in accordance with the Local Government Act, local election bylaws, and established election procedures. Election Officials must maintain strict impartiality and ensure the voting process is orderly, accessible, and secure.

#### Key Responsibilities

- Voter Registration and Verification
- Verify elector eligibility and confirm voter information.
- Register voters not already on the voters list in accordance with election procedures.
- Ensure electors complete required declarations when applicable.
- Provide information to voters regarding the voting process.

#### Ballot Issuance

- Issue ballots to eligible electors once registration or verification has been completed.
- Ensure voters receive the correct ballot and instructions for voting.
- Maintain accurate records of ballots issued.

#### Voting Assistance

- Provide clear instructions to electors on voting procedures.
- Assist voters who require assistance while maintaining the secrecy of the ballot.
- Direct electors through the voting process and ensure orderly movement within the voting place.

## Voting Place Support

- Assist with the setup and takedown of the voting place.
- Maintain the security and organization of election materials and supplies.
- Monitor ballot boxes and voting areas as assigned.

## Compliance and Professional Conduct

- Follow all election procedures and directives from the Presiding Election Official.
- Maintain neutrality and professionalism at all times.
- Ensure the secrecy and integrity of the ballot.

## Qualifications

- Minimum 18 years of age and legally entitled to work in Canada.
- Ability to attend mandatory election training prior to voting days.
- Ability to work in a fast-paced environment.
- Strong attention to detail and ability to follow procedures accurately.
- Good communication and interpersonal skills.
- Ability to work effectively in a team environment.
- Good computer software skills
- Ability to take verbal and written instructions quickly and follow instructions accurately.
- Familiarity with local government elections procedures and legislation.

## Preferred:

- Previous experience working in elections or customer service roles.
- Experience handling confidential or sensitive information.

## Key Competencies

- Attention to detail and accuracy
- Communication and customer service
- Integrity and impartiality
- Ability to follow procedures and instructions
- Teamwork and reliability

## Working Conditions

- Temporary position for advance voting days and/or General Voting Day.
- Mandatory attendance at election training.
- Work shifts may be 10–12 hours or longer.
- Work involves interacting with the public in a busy environment and standing for extended periods.

## Additional Requirements

All election staff must maintain strict political neutrality and must not participate in campaign activities that could compromise the integrity or perceived impartiality of the election process.

HOURLY RATE: \$25.00 per hour [based on a daily rate of \$350 with a 14-hour day]

Expenses will be reimbursed as required and authorized by the Chief Election Officer.