



ELECTION OFFICIALS INFORMATION

PRESIDING ELECTION OFFICIAL'S DUTIES/RESPONSIBILITIES

- Ensure that the Local Government Act and any related bylaws or regulations are being adhered to and that the ballots and ballot boxes are secure;
- Maintain peace and order at the vote proceedings for which they are responsible;
- Along with their assistants, receive applications to register at the time of voting.;
- Perform any Chief Election Officer duty or exercise any Chief Election Officer power that has been delegated to them;
- Take solemn declarations required under the Local Government Act (LGA) for the vote proceedings for which they are responsible.
- Be able to respond with knowledge and courtesy when dealing with electors.
- Be able to work a full day of up to 14 hours;
- Be able to work with and manage other Election Officials, and
- Provide a ballot to the elector at the time of voting.

ELECTION OFFICIALS

June 23, 2018 – General Voting Day

- Assists the Deputy Returning Officer to set up and open the polling station;
- Assists the Deputy Returning Officer to ensure that voting proceeds in an orderly fashion;
- Locates the elector's name in the Voting Book, reads the declaration and has the Elector sign the Voting Book or is the person responsible for the ballots;
- Assists with counting the ballots;
- Be able to work a full day of up to 14 hours.

June 13 and 19 Advance Vote

- Assists the Presiding Election Official to set up and open the polling station;
- Assists the Presiding Election Official to ensure that voting proceeds in an orderly fashion;
- Locates the elector's name in the Voting Book, reads the declaration and has the Elector sign the Voting Book;
- Be able to work a full day of up to 14 hours.

June 13 and 19 Mobile Vote

- Assists the Presiding Election Official to set up and open the polling station at each venue;
- Assists the Presiding Election Official to ensure that voting proceeds in an orderly fashion;
- Locates the elector's name in the Voting Book, reads the declaration and has the Elector sign the Voting Book;
- Be able to work a full day of up to 14 hours.

Individuals interested in applying for these positions must demonstrate the following core competencies:

1. Basic literacy skills (reading, writing and comprehension);
2. Basic interpersonal skills, including the ability to exercise impartiality;
3. Ability to serve voters with disabilities;
4. Ability to perform repetitive tasks;
5. Basic arithmetical skills;
6. Basic analytical skills;
7. Good attention to detail;
8. Ability to adhere to directions and standards;
9. Ability to learn in a short time frame;
10. Polite and courteous.

Canadian citizens who are at least 16 years old on election day are invited to apply, however, priority will be given to individuals who are at least 18 years of age.

NOTE: To avoid public perception of conflict of interest, Election Officials with an association to a 'YES' or 'NO' campaign for the Amalgamation Assent Voting may not be hired.