



ELECTION OFFICIAL

DEFINITION:

Election Officials (EO) are responsible for greeting voters, issuing ballots, ensuring that voting is carried out correctly and accurately, assisting with the completion of registration forms, updating the voting book, counting and recording ballots at the close of voting.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Assists with maintaining the integrity of the voting place;
- Registration of Resident Electors;
- Providing ballots to qualified electors;
- Ensuring the voting book is appropriately marked and signed by voters;
- Sorting and counting ballots.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic English literacy and language skills; fluency in a second language may be beneficial;
- Knowledge of the election provisions of the Local Government Act;
- Demonstrated ability to deal tactfully and courteously with the public;
- Excellent interpersonal skills and patience when interacting with a variety of people throughout a long workday;
- Able to follow directions and adhere to procedures.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum of 18 years of age and legally entitled to work in BC;
- Previous experience as an Election Official in a municipal, provincial or federal election;
- Strong managerial and organizational skills;
- Demonstrated understanding of the voting process for local government.

SPECIAL WORKING CONDITIONS:

- Hours of work are long. EO's must be prepared to work a long day and for multiple days if working at an Advance Voting place.
- Election officials must bring their own meals and beverages. EO's will not be able to leave the polling station for meal breaks and may not have access to microwaves or refrigerators.
- May be sitting for long periods of time during the workday – please dress appropriately in comfortable neat and warm clothing and bring a cushion if required for comfort.