

DUTIES OF ELECTION OFFICIALS

1. Attend Training Session at a time and location scheduled by the Clerk
2. Take an "Oath of Office" & "Oath of Secrecy"
3. Arrive at the Voting Place at 9:00 a.m. and assist the Deputy Returning Officer (DRO) with setting up the Voting Station
4. Assist the DRO at the assigned Voting station
5. During the day the Election Official will cross elector's names off the voters' list as they vote
6. Count ballots with the DRO with specific responsibility to record the ballot count
7. Assist the DRO with sealing ballot box, election results and delivery of election results and ballot boxes to the Clerk in the form and manner instructed
8. Assist in removing election material from the Voting Place

Election Official

Position Summary

Under the direction of the Clerk, the Election Official assists in the administration of municipal elections by providing excellent customer service to voters, maintaining the integrity and secrecy of the voting process, processing voter information, issuing ballots and ensuring compliance with the Municipal Elections Act and established election procedures. Election Officials play an essential role in ensuring an accessible, fair, and efficient election process.

Key Responsibilities

- Set up and dismantle voting locations
- Verify voter eligibility
- Issue ballots and voting instructions to electors.
- Maintain accurate election records and required documentation.
- Provide courteous and professional assistance to voters.
- Ensure accessibility standards are met and provide assistance to voters requiring accommodations.
- Maintain the secrecy, security, and integrity of the voting process.
- Monitor voting areas to ensure compliance with election procedures and legislation.
- Assist with ballot reconciliation, tabulation, and closing procedures at the end of voting.
- Report issues, concerns, or irregularities to the Clerk.
- Perform other election-related duties as assigned.

Knowledge, Skills and Abilities

- Ability to understand and follow detailed procedures and legislative requirements.
- Strong customer service and communication skills.
- Ability to remain impartial and politically neutral.
- Strong attention to detail and accuracy.
- Ability to work effectively in a team environment.
- Ability to handle confidential information with discretion.
- Ability to work under pressure in a fast-paced environment