



## **Election Official (EO)**

### **Job Description**

The Election Official (EO) assists and supports the administration of voting at an assigned voting place during advance voting opportunities and General Voting Day. The EO may be assigned one or more roles as a Registration Clerk, List Clerk, Machine Attendant and/or Roving Sanitizer.

#### **Relationship to other Election Official Roles**

The EO reports to the Presiding Election Official and/or Alternate Presiding Election Official

#### **Qualifications**

- Must be 18 years of age or older and legally entitled to work in Canada
- Excellent English literacy and language skills (other languages an asset)
- Successful completion of a Police Information Check
- Able to attend mandatory pre-election training session
- Not be related to any candidate running for office in the 2022 General Local Elections
- Not be and will not become a candidate, candidate representative or financial agent
- Available to work from 7:00 a.m. until the end of voting, clean-up and delivery of materials to Election Headquarters on advance voting opportunities and/or General Voting Day

#### **Experience and Skills Required**

- Demonstrate a good understanding of the election process and ability to interact with voters and clearly communicate election procedures
- Demonstrate ability to deal tactfully and courteously with the public
- Ability to be a non-partisan representative of the City of Delta
- Ability to multitask and adapt to changing priorities for voting place
- Strong attention to detail and possess mathematical competence and clear writing skills
- Ability to follow directions and adhere to procedures and checklists
- Possess strong organizational skills

#### **Duties Include but not limited to**

##### **Registration Clerk**

- Assist with the set up and take down/clean-up of the voting place
- Provide a positive voter experience
- Verify identification and check registration forms of new electors
- Register new electors
- Read the voter declaration to the voter aloud and have the voter sign the voter book
- Issue ballot and demonstrate how to mark the ballot
- Provide a positive voter experience
- Perform other general tasks throughout the voting place as assigned by the PEO/APEO



**List Clerk**

- Assist with the set up and take down/clean-up of the voting place
- Strikeout voter on Voter’s List
- Read the voter declaration aloud to the voter and have voter sign the voter book
- Issue ballot and demonstrate how to mark the ballot
- Update voters’ existing information on Voter’s List
- Provide a positive voter experience
- Perform other general tasks throughout the voting place as assigned by the PEO/APEO

**Machine Attendant**

- Assist with the set up and take down/clean-up of the voting place
- Assist voters with inserting ballot into vote counting unit/ballot box while maintaining secrecy of the ballot
- Confirm with voter that the ballot has been accepted by vote counting unit/ballot box
- Accurately identify errors with ballots rejected i.e., over voted / blank ballots, machine errors, and confirm vote statistics as requested by the PEO/APEO
- Perform other general tasks throughout the voting place as assigned by the PEO/APEO
- Provide a positive voter experience

**Roving Sanitizer**

- Assist with the set up and take down/clean-up of the voting place
- Clean high-touch surfaces such as door handles, chairs, tables, and supplies constantly throughout the day
- Ensure hand sanitizer is available at both the entrance and exit of the voting place and replenish supplies as needed
- Provide a positive voter experience
- Perform other general tasks throughout the voting place as assigned by the PEO/APEO

**Compensation**

<b>General Voting Day</b>	
<b>Base Rate</b>	<b>\$260</b>
<b>Pre-election Training Session</b>	<b>\$35 per session</b>

<b>Advance Voting Days (3)</b>	
<b>Base Rate</b>	<b>\$260 per day</b>
<b>Pre-election Training Session</b>	<b>\$35 per session</b>



### **Working Conditions**

- Hours of work are long, starting at 7:00 a.m. until the end of voting and delivery of election supplies to Election Headquarters - EOs must be prepared to work a long day and for multiple days if working at an Advance Voting opportunity
- EOs must bring their own meals and beverages - EOs may not be able to leave their work stations for meal breaks and may not have access to microwaves and refrigerators
- EOs will be walking and sitting for long periods of time during the day - dress appropriately in comfortable and professional clothing
- EOs may be required to perform physical duties, which can include lifting up to 30 lbs and/or carrying supplies (e.g. voting machine, boxes of ballots, etc.)
- COVID-19 – the health and safety of our community and staff remain a priority. All Election Officials are required to provide proof of vaccination from COVID-19. The City of Delta will evaluate and may accommodate those who are unable to be vaccinated against COVID-19 either through medical or human rights exemptions