

Election Official Position Description

Remuneration

\$380 – To receive remuneration, staff must complete all required training and the assigned General Voting Day shift.

Position Summary

Election Officials (EOs) are responsible for administering the voting process, including voter greeting and registration and issuing ballots using electronic voter database laptops, under the direction of the PEO or APEO. They may also be required to perform other duties upon request.

Key Duties and Responsibilities

- Greet voters and provide direction to voter registration tables
- confirm eligibility using the electronic voter database.
- Register eligible voters and update voter records on laptops as required.
- Issue ballots in accordance with procedures.
- Explain voting steps clearly and neutrally.
- Assist voters where permitted, including accessibility support.
- Maintain accuracy, confidentiality, and security of electronic voter information.
- Follow all ballot handling procedures to protect vote secrecy.
- Assist with opening, closing, and reconciliation processes.

Qualifications and Skills

- Minimum of 18 years of age and legally entitled to work in B.C.
- Strong attention to detail and data accuracy.
- Comfortable using laptops and VoterView software following training.
- Professional, courteous, and neutral when working with the public.
- Ability to follow detailed procedures.
- Punctual, reliable, patient, and a strong team player.
- Fluency in English required, other languages are an asset.

Important Notes

- Attend mandatory election training sessions.
- Must work from 7:00 am until the end of voting and clean-up.

- The EOs must not be related to any candidates running for office in the election and must not work actively for any election campaign or candidates. EOs are required to sign a solemn declaration to acknowledge this.