



ELECTION OFFICIAL

JOB SUMMARY

Reporting to the Presiding Election Official (PEO) and Alternate Presiding Election Official (APEO), the Election Official is responsible for assisting voters throughout the voting process, including greeting voters, processing voter registrations, recording new registrations in the voters book, and issuing ballots to eligible electors. The Election Official provides information and support to voters, helps ensure voting procedures are followed, and contributes to the efficient, accurate, and professional operation of the voting place on Election Day.

DUTIES AND RESPONSIBILITIES

- Assist with the setup and closing procedures of the voting place
- Greet voters as they enter the voting place and direct them to the registration table
- Manage lineup of voters inside and outside the voting place
- Provide voters with information about voting process and identification requirements
- Check identification (ID) and registration forms for new eligible voters
- Register new eligible voters in the voters book
- Read the voter declaration to each voter and ensure they sign the voter book
- Issue ballot and provide clear instructions on how to mark them
- Assist voters with special needs
- Assist the PEO and APEO with additional tasks as required

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Minimum of 16 years of age and legally entitled to work in B.C.
- Ability to communicate effectively in English, other languages is considered an asset
- Previous experience as an election official in a municipal, provincial or federal election is considered as an asset
- Demonstrated ability to deal tactfully and courteously with the public
- Experience working in customer service is an asset
- Strong interpersonal skills and patience when working with a diverse range of people throughout a long workday
- Good understanding of the election process
- Ability to maintain strict political neutrality and exercise sound judgment in a fair, unbiased, and professional manner.
- Good organizational and multitasking abilities with strong attention to detail
- Ability to work effectively under pressure
- Ability to follow directions and adhere to procedures

SPECIAL WORKING CONDITIONS

- Must be available to work on election day, Saturday, October 17, 2026
- Must be available to attend mandatory paid training between September 22-26
- Must have access to an insured vehicle in good working
- Two meal breaks will be provided; however, EOs must provide their own nonperishable meals and beverages as they are required to remain on site and may not have access to microwaves and refrigerators
- Shifts may exceed 14 hours in length; candidates must be able to sit or stand for extended



Job description
June 5, 2026

periods of time and perform duties throughout the duration of the shift.

- Ability to lift up to 35 lbs
- Must dress appropriately in comfortable and professional attire

RATE OF PAY - \$25.35/hr plus overtime in accordance with Employment Standards Act.

ADDITIONAL FEES

Breakfast \$20; Lunch \$25; Dinner \$35

Personal vehicle travel \$0.73/km (paved) \$0.85 (unpaved) - if travel required is over 10 km

Accommodation will be provided if required

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date