

## Alternate Presiding Election Official (APEO)

**Duration:** Seasonal

**Pay Rate:** \$973 (includes 2 training sessions, Advance Voting, set-up on Friday, October 14, and Election Day)

**Last Updated:** May 18, 2022

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### Description:

The City of Surrey Election Office is seeking to hire a number of high energy individuals legally able to work in BC as Alternate Presiding Election Officials (APEO) during the 2022 Municipal Election. The ideal candidate will have the experience, knowledge and skills to carry out the duties of the APEO at the voting location, the ability to cover the role of Presiding Election Official (PEO) and will be able to attend the required training sessions.

Please note, you **MUST** be available to work from 7:00 a.m. until the end of voting and clean-up on Election Day (Saturday, October 15, 2022). APEOs will be required to attend Election Official training and to work a specific Advance Voting shift on October 5, 8, 9, or 12, 2022.

Election workers **MUST NOT** be related to any candidate running for office and must not be actively working for any election campaign.

### Qualifications:

- Supervisory and leadership experience, with the ability to direct a team
- Customer service experience and excellent communication skills
- Ability to oversee, evaluate, anticipate and solve problems
- Attention to detail, mathematical competence and clear writing
- Strong computer knowledge and ability
- Punctual, reliable, patient and strong team player
- Fluency in English required, other languages an asset
- Past Municipal Election experience is preferred

### Responsibilities:

- Assist PEO in setup of designated voting location to test Wi-Fi on laptops (floor plan provided)
- Ensure all supplies and equipment are received and stored securely
- Arrive promptly at 7:00 a.m. to setup voting location as directed by PEO
- Provide assistance and backup to the PEO and clear guidance to Election Officials (EO), Machine Attendants (MA) and Greeters (GR) for opening and closing procedures
- Supervise all EOs, MAs and GRs in the voting location with respect to breaks, rotation of duties, and assignment of tasks
- Maintain the integrity of the election process
- Assist Candidate's Scrutineers and Official Agents
- Complete appropriate forms and documents, as required by legislation

- Accurately track all ballots, signatures in voting book and electronic voting list, throughout the election day and accurately complete the Ballot Account Form
- Assist all voters in a pleasant, polite and friendly manner for a positive voter experience
- Assist staff with all concerns as they arise
- Assist with closing the doors of voting place at 8:00 p.m. (ensure all voters inside the poll are given the opportunity to cast their ballots)
- Assist with cleanup of voting location and security of all election materials
- Remain at the voting location until all equipment has been picked up

**Training:**

Training sessions will take place between September 19-October 1, 2022. Individuals hired to a specific role, will receive instructions via e-mail to select two (2) separate training times (2 hours per session). Please note these sessions are mandatory.

**COVID-19 Health and Safety:**

The City of Surrey will follow the direction of the Fraser Health Authority and the BC Provincial Government, and related City policies.

Employment is conditional on passing an online test at the time of application, successful completion of mandatory training and working an Advance Voting shift.

Interested applicants should apply online at [surrey.ca/election](https://surrey.ca/election).