

Election Official (EO)

Duration: Seasonal

Pay Rate: \$598 (includes 1 training session, Advance Voting shift and Election Day)

Last Updated: May 18, 2022

Description:

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

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). EOs will be required to attend one training session and to work a scheduled 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:

- Customer service experience and excellent communication skills
- 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 an asset

Responsibilities:

- Arrive promptly at 7:00 a.m. on Election Day, Saturday, October 15, 2022 to setup voting location as directed by PEO
- Complete appropriate forms and documents, as required by legislation
- Assist all voters in a pleasant, polite and friendly manner for a positive voter experience
- Perform voter strike off, make changes to existing registrations and register new voters on a live database
- Read the voter declaration to the voter and have them sign the voting book
- Accurately track all signatures in the voting book and issue the ballot
- Direct voters to the next available voting booth to mark their ballot
- At the close of the poll, accurately balance and complete a Ballot Account Form
- Assist with cleanup at the close of the poll and secure all election materials
- Provide assistance and support to your team as directed by your PEO and APEO(s)
- Assist with regular cleaning of the voting place

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 a training time (one 3-hour session). Please note this session is 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.