

Mail Ballot Election Official (MBEO)

Duration:	Seasonal
Pay Rate:	\$25/hour
Last Updated:	June 1, 2022

Description:

The City of Surrey Election Office is seeking to hire Mail Ballot Election Officials (MBEO) for the coordination and processing of mail ballot voting for the 2022 General Local Election. The ideal candidate will have the experience, knowledge and skills to carry out the duties associated with processing mail ballot voting.

Mail Ballot Election Officials are required between September 6, 2022 and October 15, 2022. Although most shifts will be scheduled from Monday to Friday, you must also be available weekends and evenings.

Please note, you **MUST** be available to work from 7:00 a.m. until all mail ballots are processed on Election Day, Saturday, October 15, 2022. It is expected that work will continue after the close of the polls at 8:00 p.m.

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
- 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:

- Process requests for mail ballot
- Assemble Mail Ballot Packages
- Search for voter on Voter View and ensure all information provided is accurate and complete
- Perform voter strike off, update voter information and register new voters on a live database
- Update Voter View as to the status of the application
- Process the return of mail ballots
- 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 sent and received
- Assist all voters in a pleasant, polite and friendly manner for a positive voter experience

Training:

Training is mandatory and will be provided in advance of your first shift. You will be advised by email of your scheduled training.

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 and successful completion of mandatory training.

Interested applicants should apply online at surrey.ca/election.