



Election Official

Job Description

Election Officials (EO) report directly to the Presiding Election Official (PEO) and are responsible for administering voting at an assigned and assist with the overall conduct of the voting location. The EOs ensure voting procedures are followed correctly and voting locations are safe and accessible. This role is responsible for helping solve problems and assist voters.

Relationship with other Election Official Roles

- EOs will receive guidance and take directions from the PEO or in their absence the Alternate Presiding Election Official (APEO) assigned to the voting location

- EOs may be assigned to one of the following roles by the PEO at the voting location. Necessity of roles are dependent on the size of the voting location. Not all positions will be required at all voting locations:
 - Greeter/Information Clerk
 - Registration Clerk
 - Voting Area Attendant
 - Voting Machine Attendant
 - Floater

Qualifications

- Must be legally entitled to work in Canada
- Excellent English literacy and language skills (other languages an asset)
- Able to attend mandatory pre-election training sessions
- Not be and will not be related to any candidate running for office in the 2026 General Local Election
- Not be and will not become a candidate, candidate representative or financial agent
- Available to work from 6:00 a.m. until the end of voting and assist with clean-up of the voting location on advance voting opportunities and/or General Voting Day

Experience and skills required

- Ability to deal tactfully and courteously with the public
- Excellent verbal communication skills to welcome and provide instructions to voters
- Good interpersonal skills to provide customer service and treat voters and other Eos with respect
- Basic numeracy and analytical
- Work well as a team member
- Patience when interacting with a variety of people during a long day
- Organizational skills and experience
- Ability to understand and follow directions, written instructions or checklists
- Basic English literacy and language skills; fluency in a second language may be beneficial
- Good attention to detail
- Deal well under pressure
- Ability to maintain confidentiality

Duties include but are not limited to

Pre-voting day

- Attend mandatory pre-election training sessions

General Voting Day / Advance Voting Opportunity

Greeters/Information Clerk

- Assist with opening the voting location
- Greet voters at the main or exterior entrance and direct them to Registration Clerks or waiting area
- Assist voters to identify and have proper identification available
- Recognize when an elector may need extra assistance and help them as necessary, including opening the door for them, etc.
- Supports PEO/APEO to ensure that the voting station remains safe
- Keeps voting station clean and tidy throughout the day
- Take directions from the PEO and APEO
- Assists setup and clean up of the voting location
- Assists with ensuring that there are no posters, literature or signs of a political nature displayed or within 100 meters of the voting location
- Ensure that voters are aware there is no cell phone use in the voting location
- Assist with the closing of the voting location, including packing/cleaning of the voting location

Registration Clerk

- Keep registration desk clean and organized
- Verify and accept voters' proof of identity and enforce identification policy
- Explains the registration process and identification requirements
- Ensure voting books, appropriate forms and documents are completed correctly, as required by legislation
- Issue the ballot to the elector and provide guidance and instructions to complete the ballot accurately
- Accurately keep track of ballots received and ballots issued
- Ensure secrecy of the ballot is maintained
- Provide assistance to all electors including responding to all enquiries
- Provide a positive voter experience and manage concerns tactfully and effectively
- Maintains the integrity of the vote
- Assist with the closing of the voting location, including packing/cleaning of the voting location

Voting Area Attendant

- Directs voters to available voting stations
- Ensures one voter per voting station (unless voter requires assistance)
- Ensures voting stations remain tidy
- Maintains the integrity of the vote
- Assists with ensuring that there are no posters, literature or signs of political nature displayed in or around the voting station
- Able to explain the registration process and provide guidance to the voter

Voting Machine Attendant

- Maintains the integrity of the vote
- Directs voters to insert their ballot in the voting machine
- Ensures that voters may insert their ballot in privacy (crowd control)
- Alerts the PEO/APEO of spoiled ballots
- Assist with the closing of the voting location, including packing/cleaning of the voting location
- Direct voters to the nearest exit

Floater

- May be assigned to cover any of the above duties
- Maintains a clean and tidy voting station
- Delivers supplies, forms as required
- Provides guidance to voters

Working conditions

- Hours of work are long, starting at approximately 7:00 a.m. until the end of voting including clean-up
- EOs must bring their own meals and beverages -EOs may not be able to leave their workstations for meal breaks and may not have access to microwaves and refrigerators
- EOs may only use cell phones for emergencies. Cell phones may only be used for personal purposes on a break and out of the voting area
- EOs may not leave the voting station throughout the day
- EOs may be walking, standing and sitting for long period of time during the date – dress appropriate in comfortable and professional clothing
- EOs may be required to perform physical duties, which can include lifting up to 30lbs and/or carrying supplies (i.e, voting machines, boxes of ballots, etc.)