

In the event of a worker cancellation, you could be called upon to perform the duties and responsibilities of a vacant position within the voting station. Duties may include:

- Assist with the set-up and closure of the voting station
- Assist the Presiding Deputy with the supervision and conduct of the voting station
- Manage the activities of the Ballot Clerk(s) within the voting station
- Provide coverage for any election position within the voting station when necessary
- Other duties as required by the Presiding Deputy (PD)

Qualifications:

- Minimum of 18 years of age
- Demonstrated knowledge of election processes
- Previous experience as an election worker is an asset
- Supervisory experience is an asset
- Must be able to read maps
- Must possess mathematical, organizational, oral and written communication skills
- Must be physically able to lift supplies weighing up to 40-50 lbs.
- Demonstrated ability to deal tactfully and courteously with the public
- Knowledge of the City's ward structure is an asset
- Must attend a mandatory training session
- Must be able to arrange own transportation to and from voting station

In addition to the compensation outlined below you will also receive \$50 for attending the mandatory 3 hour training session in early October.

You must arrive at the Ward Office on Election Day by 8:00 am to be eligible for compensation.

Estimated Hours of Work if deployed:

- Election Day, October 21, 2013: 8:00am – 9:30pm

Compensation as a Standby Worker:

- Election Day, \$75

Review other position descriptions for compensation if you are deployed for another position.

How to Apply:

- Complete an online application at www.edmonton.ca/election, OR
- In-person at:
 - **City Hall, Office of the City Clerk, 3rd Floor, 1 Sir Winston Churchill Square**
 - Hours of Operation: Monday to Friday, 8:30am – 4:00pm,
 - OR**
 - **Elections Office, 16304-114 Avenue**
 - Hours of Operation: Monday to Friday: 8:30am – 4:00pm

Please note: all applicants will be required to complete an in-person written questionnaire.