

As a Presiding Deputy, you will:

- Pick-up and return voting station supplies to the Ward Office
- Lead the set-up and closure of the voting station
- Allocate and distribute supplies to election workers at the voting station and post applicable signage
- Review responsibilities of voting station staff
- Supervise overall conduct of the voting station
- Complete election statements and documentation
- Communicate with Election Central as required
- Liaise with candidates, election officials, scrutineers, media and facility representatives
- Post election results within the voting station and complete necessary paperwork
- Be knowledgeable of all election duties, responsibilities and activities
- Voting station staff are not permitted to leave the voting station; except for washroom breaks
- Smoking is not permitted on the property of most voting stations, there will be no smoke breaks
- The PD and APD are responsible for sitting in for workers who leave for a break until the worker returns
- Other related duties as required

Qualifications:

- Minimum of 18 years of age
- Must have access to a cell phone while on-duty
- Previous experience as an election worker
- Demonstrated knowledge of election processes
- Must be able to read and interpret maps
- Experience supervising approximately 10 -15 people
- Must possess mathematical, organizational, verbal and written communication skills
- Demonstrated ability to deal tactfully and courteously with the public
- Must have access to a vehicle and provide proof of appropriate insurance and a valid Driver's License
- Must be physically able to lift supplies weighing up to 60lbs (27kg)
- Knowledge of the city's ward structure is an asset
- Must attend a mandatory training session

Voting Opportunities & Estimated Hours of Work:

Election Day: October 16, 2017: 8:00am – 9:00pm

- 1 day, 13 hours
 - \$299.96
- *\$10 for mileage and \$15 for personal cell phone use reimbursement included*

Hospitals: October 16, 2017: 8:00am – 2:00pm or 8:00pm

- 1 day, 6 to 12 hours
 - \$136.52 - \$268.04
- \$15 for personal cell phone use included, approved mileage paid at \$0.52/km, parking will be reimbursed with proof of purchase*

Senior Accommodation Facilities: October 4-7, 2017: 12:30pm - 7:30pm

- 4 days, 7 hours per day
- \$622.00
- **\$15/day included for personal cell phone use, approved mileage paid at \$0.52/km and parking will be reimbursed with proof of purchase*

Secondary Institutions: October 10, 11 & 12, 2017: 12:30pm – 4:30pm

- 3 days, 4 hours per day
- \$273
- **\$10/day included for personal cell phone use, approved mileage paid at \$0.52/km and parking will be reimbursed with proof of purchase*

Advance Voting: October 4 – 13, 2017: 1:00pm – 7:00pm

Advance Vote Team 1, October 4, 5, 6, 9, and 10

- 5 days, 6 hours per day
- \$670
- *\$15/day included for personal cell phone use*

Advance Vote Team 2, October 7, 8, 11, 12 and 13

- 5 days, 6 hours per day
- \$670
- *\$15/day included for personal cell phone use*

In addition to the compensation outlined above, you will also receive \$50 for attending the mandatory 3 hour training session in early October. An additional \$30 will be provided for completing the mandatory online training that will be assigned to you.

How to Apply:

Complete an online application at www.edmonton.ca/election

Please note:

To determine eligibility, all applicants will be required to complete an **in-person written questionnaire** at the Elections and Census office, located at 16304 – 114 Avenue, Edmonton, Alberta.