



# Edmonton Elections

## Assistant Presiding Deputy (APD)

This role is a great fit for you if you have excellent verbal and written communications skills and are confident using a tablet. This role is perfect for the experienced election worker.

### As Assistant Presiding Deputy, you will:

- Assist the Presiding Deputy with the supervision and conduct of the voting station which includes maintaining an inclusive and respectful environment where all workers will be expected to communicate inclusively and respectfully with the public
- Assist with the set-up and closure of the voting station
- Manage the activities of the Ballot Clerk(s) within the voting station
- Use the tablet provided to upload the ballot count and the tabulator hourly count of voters to Election Central
- Provide coverage for any election position within the voting station when necessary
- Sit in for workers who leave for a break until the worker returns
- Assist with loading all voting station supplies into and out of the Presiding Deputy's vehicle
- Other related duties as required

### Qualifications:

- Minimum of 18 years of age by October 1, 2021
- Technical ability to efficiently use a tablet and enter data into internal database via Wi-Fi connection
- Demonstrated knowledge of election processes
- Previous experience as an election worker is an asset
- Supervisory experience is an asset
- Must be able to read and interpret maps
- Fluency in a language other than English is an asset
- Must possess mathematical, organizational, verbal and written communication skills
- Must be physically able to lift supplies weighing up to 60lbs (27kg)
- Demonstrated ability to interact with diverse members of the public in a respectful and inclusive manner
- Knowledge of the city's ward structure is an asset
- Must be able to arrange own transportation to and from voting station and ward office

**Note:** Voting station staff are not permitted to leave the voting station, except when taking washroom breaks. Smoking is not permitted on the property of voting stations.

### Training:

- Online training is mandatory for all election workers. Some positions may require additional training which may be held in person. **Access to a computer, reliable internet, and comfort in completing online training modules and resources is required.**
- Compensation: One time payment of \$60 for attending the mandatory 3 hour general online training session.



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## Work Opportunities:

Election Day: October 18, 2021: 7:30am – 9:00pm

*1 day, 13.5 hours*

*\$438 \*Includes training compensation*

Advance Voting: October 4 – 13, 2021: 11:30am – 8:00pm

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

*5 days, 8.5 hours per day*

*\$1,250 \*Includes training compensation*

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

*5 days, 8.5 hours per day*

*\$1,250 \*Includes training compensation*

### How to Apply:

1. Complete an **online application** at <https://www.worktheedmontonelection.ca/>
2. It is recommended that you **upload a resume** as part of your application.  
Tip: Your resume should highlight your election experience and supervisory roles.
3. Complete the **online assessment**.