



This role is good for someone who is detail-oriented and loves to step in and help others.

As a Ballot Clerk, you will:

- Assist with the set-up and closure of the voting station as directed by the Presiding Deputy
- Ensure the voting station has accurate ballot types and number of ballots supplied matches requirements
- Issue ballots for voters
- Complete all documentation and worksheets, including ballot accounting and voting registers, and notify the Presiding Deputy of any discrepancies or concerns
- Ensure accurate processes are followed when handling spoiled and rejected ballots
- Assist in 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
- Previous experience as an election worker is an asset
- Must possess excellent mathematical, organizational and communication skills
- Must be comfortable working with numbers
- Demonstrated ability to interact with diverse members of the public in a respectful and inclusive manner
- Fluency in a language other than English is an asset
- Must be able to work in a fast paced environment
- Must be physically able to lift supplies weighing up to 30lbs (13kg)
- Must be able to arrange own transportation to and from the voting station and ward office. Some work opportunities may require access to a vehicle and proof of appropriate insurance and a valid Driver's License.

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.



Edmonton Elections

Ballot Clerk (BC)

Work Opportunities:

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

1 day, 13.5 hours

\$363.75 *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

\$1,016.25 *Includes training compensation

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

5 days, 8.5 hours per day

\$1,016.25 *Includes training compensation

Senior Accommodation Facilities (SAF): October 4-8, 12-13 and 18: 7:30am - 6:00pm

8 days, 10.5 hours

\$1,950 *Includes training compensation and mileage (*Driver's license and vehicle required*)

Advance Vote Post Secondary Schools: October 4-7: 9:00am - 5:00pm

4 days, 8 hours

\$780 *Includes training compensation and mileage (*Driver's license and vehicle required*)

Hospitals: October 18: 7:30am - 6:00pm

1 day, 10.5 hours

\$296 *Includes training compensation and mileage (*Driver's license and vehicle required*)

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 (if any) and supervisory roles.
3. Complete the **online assessment**.