In this role, you set up the voting tabulator and ensure its safety and security. You’ll also safeguard the ballot box. If you’re a quick learner and are comfortable working with new technology, this is a good position for you!

As a Tabulator Clerk, you will:

● Be responsible for the safety, security and functioning of the voting tabulator as well as the security of the marked ballots in the ballot box
● Assist with setting up the voting station as directed by the Presiding Deputy
● Assist voters with depositing voted ballots into the voting tabulator, if requested
● Identify ballot issues to voters for correction and informing the Presiding Deputy of issues, as required
● Ensure voting tabulators are accurately closed and applicable results tapes are printed and signed
● 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 mathematical, organizational, verbal and written communication skills
● Must be comfortable working with numbers
● Fluency in a language other than English is an asset
● Demonstrated ability to interact with diverse members of the public in a respectful and inclusive manner
● Must be able to work in a fast paced environment
● Must be physically able to lift supplies weighing up to 60lbs (27kg)
● Must have access to a vehicle and provide proof of appropriate insurance and a valid Driver’s License *Mileage will be reimbursed

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. An additional $20 will be provided for completing training specific to the Tabulator Clerk role.
Work Opportunities:

**Election Day: October 18, 2021: 7:30am – 9:00pm**
1 day, 13.5 hours
$432.50 *Includes cell phone reimbursement and training compensation

**Advance Voting: October 4 – 13, 2021: 11:00am – 8:00pm**
Advance Vote Team 1 - October 4, 5, 6, 9, and 10
5 days, 9 hours per day
$1,220 *Includes cell phone reimbursement and training compensation

Advance Vote Team 2 - October 7, 8, 11, 12 and 13
5 days, 9 hours per day
$1,220 *Includes cell phone reimbursement and training compensation

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**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 other similar roles.
3. Complete the online assessment. It will be sent via email once the application is submitted.