



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 have access to a cell phone while on-duty
- 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*

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

4 days, 8 hours

*\$895 *Includes training compensation and mileage*

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.