



# TOWNSHIP OF EMO

## Municipal Election 2022 Job Description

ELECTION OFFICIAL (EO)			
<b>Posting Date</b>	September 6, 2022	<b>Closing Date</b>	September 23, 2022
<b>Job Status</b>	Temporary Part-Time		
<b>Position Overview:</b> <ul style="list-style-type: none"><li>• Reports to the Deputy Returning Officer (DRO).</li><li>• Assists to ensure efficient voter traffic flow and provide a customer-friendly atmosphere.</li><li>• Assist to maintain the integrity of the election processes and carrying out the duties and responsibilities of the election as directed</li><li>• Support and encourage confidential and impartial voting process to protect the integrity of the municipal election process</li></ul>			
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Assists Returning Officer and Deputy Returning Officer as required</li><li>• Assist with set-up and close of the voting location(s)</li><li>• Verifies Voter has acceptable identification (verified by Ontario reg. 304/13) and is on the Voters list</li><li>• Directs Voter to DRO to either receive their ballot or complete required forms if Voter does not have proper identification or is not on the Voters' list</li><li>• Notify the RO when any candidates or Scrutineers arrive at the poll</li><li>• Assist Electors with completing forms if and as required</li><li>• Assist with the security and control of the voting process</li><li>• Remain cognizant of surroundings and notify DRO of any situations requiring attention (ie campaign material in Voting Location, disturbances, etc.)</li><li>• Notify RO and/or DRO immediately in the event of emergency or other difficulties</li></ul>			
<b>Requirements:</b> <ul style="list-style-type: none"><li>• Experience in previous municipal elections would be an asset</li><li>• Excellent interpersonal skills and ability to deal tactfully with public</li><li>• Ability to effectively provide instructions and/or Voters' List and voting process to electors</li><li>• Assist RO and DRO as and where required</li><li>• Ability to deal tactfully and courteously with the public using problem solving and conflict resolution skills</li><li>• Good communication skills with the ability to effectively provide direction and instruction</li></ul>			
<b>Expectations:</b> <ul style="list-style-type: none"><li>• Attend the required training sessions</li><li>• Honor your commitment to work on the assigned date(s) and remain at the voting locations for the total time required until the voting place is closed, or as directed</li><li>• Friendly, helpful, honest and confidential</li></ul>			
<b>Compensation</b>			
<b>Total Pay</b> - Inclusive of all time for mandatory training, and voting hours on Advance Vote Day and Election Day. <b>Other</b> - Meal will be provided evening of Election Day			\$500.00