

POSITION DESCRIPTION

Advance/Election Day Staff

Senior Voting Officer

Elections Manitoba is an independent office of the Legislative Assembly responsible for delivering free and fair provincial elections. All employees with Elections Manitoba (EM) must be non-partisan in perception and fact, and sign a confidentiality agreement.

Position description

The senior voting officer is responsible for overseeing the overall operation of a polling place that may have several polling stations and one or two vote counting machines (tabulators). This includes set-up, voting processes, counting, reporting results, packing up all equipment and supplies. The position will be a key liaison with voters, representatives of political parties/candidates (scrutineers) and other staff. The senior voting officer is required to complete a satisfactory criminal record check.

Key responsibilities

- Overseeing the set-up of all polling stations within a polling place
- Overseeing the set-up of the ballot box and vote counting machine (tabulator)
- Open the polling place and oversee operations throughout voting
- Maintain orderly operations and a non-partisan voting space
- Provide assistance with voting as needed
- Close the polling place at 8:00
- Oversee and guide the reconciliation and balancing of ballots issued and used during voting
- Oversee and guide the counting process whether manual or by the vote counting machine
- Ensure all results are reported
- Securely pack and return all the equipment and supplies for return to the returning office

Qualifications

- Proficiency with computers and technology and the ability to troubleshoot basic problems such as logging in, browsing, using bar code scanners
- Excellent interpersonal skills
- Strong problem-solving skills
- Reliable and competent
- Strong attention to detail and accuracy
- Available to work a 14-hour or more day
- Persons with a criminal record incurred in the last five years do not qualify

As an employee, the voting officer

- Is not allowed to engage in any partisan political activity from the time the oath of office is taken for the position at Elections Manitoba until after election day (such activity will result in immediate cancellation of appointment)
- Communicates no bias or opinion on the election while at the polling station
- Answers only those questions relating to the process of the election (e.g., voting hours).

Fees

Minimum wage plus \$6.00

Paid training

A T4 slip is issued for money earned.