

POSITION DESCRIPTION

Advance/Election Day Staff

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 voting officer is responsible for the proper administration of the voting process at the polling station. The voting officer has the final and deciding word in all matters at the polling station and is responsible for maintaining peace and order in the polling place. The voting officer is required to complete a satisfactory criminal record check.

Duties

- Sets up the polling station
- Set up and test the vote counting machines (tabulator) and ballot box where applicable
- Manages the polling station
- Administers required oaths
- Hands out ballots
- Deposits marked ballots in ballot box or vote counting machine and assists voters as needed
- Supervises the voting process
- Closes the polling station
- Conducts the count
- Fills out the records of the polling station
- Closes and securely packs the vote counting machine (tabulator)

Qualifications

- Experience in a computerized environment including Microsoft Office software
- Competent and reliable
- Must be legally entitled to work in Canada
- Strong attention to detail and accuracy
- At least 16 years old
- Must be available to work a 14-hour day (7:00 a.m. - 9:00 p.m.)
- 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 \$4.00

Paid training

A T4 slip is issued for money earned.