

REGISTRATION CLERK (RC) Job Description

Registration Clerk (RC) manages complex and advance administration of voting at an assigned voting place during advance voting and/or on general election day. This position is more senior than the Registration Official role. The RC is responsible for:

- Adding new registrations into the electronic voter's list and issuing ballots
- Assisting voters who require additional assistance
- Ensuring eligible voters meet the eligibility requirements and processed in a timely fashion

The Registration Clerk and all other election staff must not be related to any candidate running for office in the election and must not be actively working for any election campaign or any candidate.

Relationship to Other Election Official Roles:

- The RC receives guidance and direction directly from the APEO for majority of their work with final decision-making residing with the PEO as the supervisor of the assigned voting place(s)

Duties Include:

- Provide excellent customer service to voters
- Perform voter strikeout on electronic voter's list
- Verify IDs and check registration forms of potential new electors
- Register new electors in the electronic voter's list
- Review the voter declaration to the voter and ensure the voter book is signed by each voter
- Issue ballot and demonstrate how to mark if necessary
- Help with setting up and take down of the voting place
- Perform other general tasks throughout the voting station as assigned by the PEO/APEO
- Attend a mandatory pre-election training session
- Perform duties of the Registration Official

Qualifications:

- Minimum of **16** years of age and legally entitled to work in BC
- Intermediate computer competency
- High level of computer literacy and efficiency
- Accurate typing speed of 45 wpm or higher
- Intermediate English literacy and language skills; fluency in a second language may be beneficial
- Previous experience as a municipal Registration Official (RO) is required
- Knowledge of election processes and procedures is an asset
- Must possess good mathematical, oral and written communication skills
- Possess good organizational skill

Experience and Skills Required:

- Demonstrated ability to deal tactfully and courteously with the public
- Excellent interpersonal skills and patience when interacting with a variety of people throughout a long workday
- Demonstrate a good understanding of the election process
- Possess good demonstrable practical computer skills
- Be a non-partisan representative of the City of Vancouver
- Be detail-oriented
- Be able to follow directions and adhere to procedures
- Able to apply computer and election knowledge to new processes and procedures

Compensation Rates:

- Training Allowance: \$55*
- Advance Voting: \$275 per voting day
- Election Day: \$275 per voting day
- **compensated only if work assignment on voting day is completed*

Special Working Conditions:

- Able to work a long day and for multiple days if working at an Advance voting place
- Must bring their own, non-perishable meals and beverages. ROs may not be able to leave their work stations for meal breaks and may not have access to microwaves and refrigerators
- Able to sit for long periods of time during the workday
- Dress appropriately in comfortable and professional clothing; and bring a cushion if you require one for comfort