

REGISTRATION OFFICIAL (RO) Job Description

Registration Officials (ROs) support the administration of voting at an assigned voting place during advance voting and/or on general election day. The RO is responsible for:

- Striking eligible voters off the electronic voter's list and issue them a ballot
- Ensuring eligible voters meet the eligibility requirements and processed in a timely fashion

The Registration Officials and all other election staff must not be related to any candidates 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 RO 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
- Updates voters' existing information on electronic voter's list
- Read the voter declaration to the voter and have them sign the voter book
- 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

Qualifications:

- Minimum of **16** years of age and legally entitled to work in BC
- Intermediate computer competency, conducting efficient and accurate online computer work
- 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 an election worker would be an asset
- Knowledge of election processes and procedures would be 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: \$39*
- Advance Voting: \$250 per voting day
- Election Day: \$250 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 profession clothing; and bring a cushion if you require one for comfort