



Election Official (EO) Job Description

Compensation Rates:

| | Advance Voting | Election Day |
|-----------------------|---|---|
| Hours of Work: | Approximately 7am to 9pm <i>*Hours of work may be shorter or longer depending on the needs of the City</i> | Approximately 7am to 10pm |
| Training: | Included in election day training | 3 to 4 hours for mandatory training \$75 |
| Daily Rate: | \$325 | \$375 |

The Election Official (EO) processes voters and updates voter information on the electronic voters list, issues ballots to eligible voters, greets voters, provides information and assistance and ensures voters are able to cast their vote in an efficient manner.

The Election Official 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. Election staff will be signing a solemn declaration to acknowledge this.

Relationship to Other Roles:

The EO receives guidance and direction from the Presiding Election Official (PEO) as the supervisor of the assigned voting place.

Duties Include:

- Assist with the set up and closing procedures of the voting place
- Greet voters as they enter the voting place and direct voters to the registration table
- Direct voters to election officials who can help in languages other than English and/or direct voters to multilingual information
- Manage lineup of voters inside and outside the voting place
- Provide information to voters about voting process and identification requirements
- Update voters' existing information in the electronic voters list
- Check identification documents (ID) and registration forms of new eligible electors
- Register new eligible electors in the electronic voters list
- Read the voter declaration to each voter and ensure they sign the voter book
- Issue ballot and provide instructions to eligible voters on how to mark their ballot
- Assist voters to insert their ballot into the tabulator while keeping the secrecy of the ballots
- Manage tabulator notifications and ask the Presiding Election Official (PEO) and Alternate Presiding Election Official (APEO) for help if needed
- Assist voters with special needs



- Assist the Presiding Election Official (PEO) and Alternate Presiding Election Official (APEO) with tasks as required

Special Working Conditions:

- Must work election day on Saturday, April 5, 2025
- Must bring their own, non-perishable meals and beverages. EOs may not be able to leave their workstations for meal breaks and may not have access to microwaves and refrigerators
- Able to sit or stand for long periods of time during the workday (approximately 15 hours)
- Ability to lift up to 35 lbs
- Dress appropriately in comfortable and professional clothing; and bring a cushion if you require one for comfort

Qualifications:

- Minimum of 16 years of age and legally entitled to work in B.C.
- Good working knowledge of computers
- Accurate typing speed of 40 wpm or higher

Experience and Skills Required:

- Ability to effectively communicate in English, other languages is considered an asset
- Previous experience as a municipal election official considered as an asset
- 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
- Be a non-partisan representative of the City of Vancouver
- Possess good demonstrable practical computer skills
- Possess good organizational and multi-tasking skills with strong attention to detail
- Ability to follow directions and adhere to procedures

Application Close: February 4, 2025

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process. [Learn more about our commitment to diversity and inclusion.](#)

We thank all applicants for their interest. However, only those selected will be contacted.

Apply now at [MyImpactPage.com](https://myimpactpage.com).