

Are you interested in working at polling stations for the 2022 School District No.91 Nechako Lakes School Trustee Election?

(Advance, Special or General Election Day)

Working as an election official is a chance to be involved and gain valuable insight into the election process. NO prior election experience is required. You will help set up the voting location, register voters, distribute ballots and help clean up the voting location when the poll closes.

Shifts may begin as early as 7:00 am to go to after 10:00 p.m. and there is a mandatory training session.

To be considered to work at the election, you must:

- Be 18 years of age or older
- Legally able to work in Canada
- Attend the mandatory training session
- Be available to work the full shift and remain on site at all times
- Sign a solemn declaration stating you will faithfully and impartially fulfill your duties, and that you are not personally connected with any candidate in the election.

Applications are available online and may be submitted to Darlene Turner, School District 91 Chief Election Officer by email to dturner@sd91.bc.ca, by fax to 250-567-4639 or to the School District 91 Board Office at 153 E. Connaught Street.

We thank all applicants in advance for your interest and for taking the time to apply. Only those selected for a brief interview will be contacted. Questions? Call the Chief Election Officer at 250-567-2284 or email dturner@sd91.bc.ca

APPLICATION TO WORK AS AN ELECTION OFFICIAL

Name: _____

Address: _____

Phone Number: (Home) () ____-____ (Cell) () ____-____

Email Address: _____

Have you worked in an election before: Yes No

If yes, what type (indicate all that apply):

- Local Government
- Provincial
- Federal

Languages Spoken: _____

Languages Read: _____

Confirm the following statements by checking the box ☐

- I am at least 18 years old
- I am entitled to work legally in Canada
- I have read the details provided on page 2 of this application.
- I am not personally connected with any candidate in the election; and

Signature:

Required Knowledge, Skills and Abilities

- To be an impartial and neutral representative on the election team;
- To have excellent verbal communication skills;
- To have basic arithmetic and analytical skills;
- To understand and follow oral directions, written instructions, or checklists;
- To have the stamina and patience to interact with a variety of people throughout a very long day;
- To do repetitive work accurately and efficiently;
- To conduct themselves in a professional and efficient manner;
- To act responsibly and exercise good judgment;
- To have good attention to detail;
- To have good interpersonal skills for dealing with variety of people;
- To be able to communicate orally in another language (not required); and
- To be able to communicate in writing in another language (not required).

Election Official Duties

- Directs voters and provides information on the process
- Confirms identity of voters and issues ballots
- Attends the ballot box
- Registers new voters
- Supervise the ballot box and voting booths
- Other duties as assigned