



EMPLOYMENT OPPORTUNITY

Position:	Municipal Election – Ballot Clerks
Closing Date:	Until Suitable Candidates Found

The County of Vermilion River will be holding a Municipal Election on October 18, 2021. We will have several temporary positions available to implement and assist with the Election.

BALLOT CLERKS

- Assist with set up and tear down of voting stations
- Ensure voting station has accurate ballots, issue and process ballots for voters
- Ensure accurate processes are followed when handling spoiled/rejected ballots
- Complete documentation and worksheets (ballot accounting, voting registers, etc.)
- Provide greetings, guidance, and directions to voters at stations
- Advise voters of voting requirements and guidelines as they arrive
- Maintain flow of voters, lines and monitor general activity in the voting station

QUALIFICATIONS

- Minimum 18 years of age
- Previous experience as an election worker is an asset
- Must possess mathematical, organizational and communication skills
- Must be comfortable working with numbers, documents, forms and ballots
- Must have courteous and professional customer service skills
- Must attend a mandatory training session
- Able to work long hours on election day

A daily wage and fixed meal and mileage allowance will be provided.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

All interested applicants can contact County of Vermilion River appointed Returning Officer, Sue Aldrich at 780-808-5648 or election@county24.com

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.