REGIONAL DISTRICT OF CENTRAL OKANAGAN

**APPLICATION TO WORK AS AN ELECTION OFFICIAL**

**RETURN APPLICATION TO: elections@rdco.com OR 1450 K.L.O. Rd, Kelowna, BC V1W 3Z4**

Position Sought:

☐ Election official ☐ Alternate Presiding Election Official ☐ Presiding election official

Availability:

☐ October 7, Advanced Poll ☐ October 14, Advanced Poll ☐ October 17, Election Day

Name: _____ Phone No.: _____

Address: _____

Email Address: _____

Have you work in an election before: ☐ Yes ☐ No

If yes, indicate all that apply:

☐ Local Government Position: _____

☐ Provincial Position: _____

☐ Federal Position: _____

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 the back of this application;

☐ I am not and will not become a candidate, candidate representative or financial agent, or be involved in a campaign for a candidate or an issue that is subject an assent vote during the course of this election.

Signature: _____

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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 English literacy and language skills (the person does not have to be a native speaker but should be able to communicate adequately);
- 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;
- If a presiding election official, to have some experience supervising 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

Presiding Election Official Duties in addition to the duties listed above

- Is responsible for overall management of the voting place
- Supervises the election officials at the voting place
- Deals with any concerns or issues arising at the voting place
- Keeps accurate records of any occurrences or issues
- Other duties as assigned