



## Job Description

<b>Job Title:</b>	Election Clerk
<b>Location:</b>	Residing in the electoral division preferred; election office to be established in the electoral division in a location approved by the Chief Electoral Officer
<b>Full/Part Time:</b>	Part-time leading up to and post-Election Day; full-time during the election period and other electoral events
<b>Employment Duration:</b>	Contract term to expire approximately two weeks after Election Day for the next provincial general election

### Job Overview:

This position will report to the Returning Officer in the electoral division. The Returning Officer reports to the Office of the Chief Electoral Officer (Elections Alberta), an independent office of the Legislative Assembly of Alberta.

One Election Clerk will be appointed to each provincial electoral division to provide election management support. The Election Clerk assists the Returning Officer in the performance of their duties. The conduct of a successful electoral event requires a Returning Officer and Election Clerk to work as a team, while also managing and directing all personnel in their duties and responsibilities.

If the Returning Officer becomes ineligible or unable to continue in their role, the Election Clerk shall be appointed as the Returning Officer.

## **Role:**

The Election Clerk, under the guidance of the Returning Officer, will assist in the administration of the relevant legislation in the electoral division and ensure that all staff and election officers adhere to all requirements set out in legislation. This may include, but is not limited to, the *Election Act, Alberta Senate Election Act, Referendum Act, Citizen Initiative Act and Recall Act*.

## **Preparing for Electoral Events**

The Election Clerk will assist the Returning Officer with the following:

- Identifying locations for polling places for Election Day voting, advance polls, and mobile polls. Conduct site tours and making recommendations for primary and secondary locations.
- Helping the Returning Officer identify a location in the electoral division to be utilized as a returning office and assisting with leasing and sourcing office furniture.
- Recruiting and hiring a team of returning office staff using Elections Alberta's programs and procedures.

## **Conduct Electoral Events**

- Assist in the establishment of a returning office and managing the inventory, supply, and distribution of materials.
- Assist with finalizing all arrangements for polling places, including dates, access, payment, and furniture requirements.
- With the assistance of the returning office team, recruit, hire, and train all election officers in the electoral division using Elections Alberta's programs and procedures.
- Assist in overseeing the voting process throughout the electoral division, ensuring that it is conducted as per legislated requirements and the Chief Electoral Officer's directives.
- Assist in the completion of the official count and closing the returning office at the end of the election period.

## **Eligibility / Restrictions:**

All Election Clerks must be qualified to vote in Alberta. Applicants must be Canadian citizens, 18 years of age or older, and ordinarily resident in Alberta.

Preference will be given to applicants that reside in the electoral division in which they seek appointment.

No person who has been appointed or is acting as a returning officer, election clerk or administrative assistant may:

- (a) engage in political activity on behalf of any political party, candidate, or constituency association, or
- (b) make a contribution under the *Election Finances and Contributions Disclosure Act*, while the person is so appointed or acting.

Election Clerks must be eligible for appointment in accordance with Section 46 of the *Election Act*.

**Persons ineligible to be election officers (Election Act, Sec. 46)**

The following persons shall not be appointed or act as returning officers or election clerks:

- (a) persons who are not electors,
- (b) members of the Parliament of Canada,
- (c) members of the Legislative Assembly,
- (d) councillors under the *Municipal Government Act*,
- (e) trustees of a board of trustees under the *School Act*,
- (f) candidates,
- (g) official agents,
- (h) a Chief Financial Officer under the *Election Finances and Contribution Disclosure Act*;
- (i) judges of federal or provincial courts,
- (j) persons who have within the immediately preceding 10 years been convicted of an indictable offence where the penalty that may be imposed for that offence is greater than 2 years' imprisonment.

**Qualifications and Competencies:**

**Knowledge**

**Successful candidates must:**

- Understand the Election Act,
- Understand the duties required of an Election Clerk,
- Have a strong familiarity with computer systems and related technologies, including:
  - Proficiency working in Microsoft Windows,
  - Competency with Microsoft Office (Word, Excel, Outlook), and
  - Aptitude working with Internet-based software and applications.
  - Ability to troubleshoot issues relating to computers and electronic equipment.

## Skills

### **Successful candidates should demonstrate:**

- Leadership
  - Competency with respecting the opinions, abilities, and contributions of others.
  - Readiness to provide guidance and support to all election officers.
  - Aptitude for resolving disputes and developing solutions to interpersonal conflicts.
  - Ability to place organizational interest ahead of personal convenience.
- Management
  - Ability to collaborate with others in a team-based environment.
  - Capacity for recruitment, interviewing, and training, as demonstrated by the candidate's work history or volunteer experience.
  - Competency working responsibly within an established chain of command.
  - Management and/or administrative experience with electoral processes.
- Organization
  - Ability to organize large-scale community events.
  - Experience in managing special events in short time frames.
  - Proficiency in completing tasks within clearly defined deadlines.
- Community Involvement
  - Interest in their local community and municipality.
  - Connection with local community groups or organizations.
  - Confidence with public speaking and leading community-based engagements.
- Interpersonal Skills
  - Effective communication skills, both oral and written
  - Experience working cooperatively with others and resolving conflict.
  - Judgment, tact, and diplomacy in handling confidential information
  - Maintains a good rapport with a variety of stakeholders.

## Abilities

### **The successful candidate should also demonstrate:**

- Flexibility
  - This role requires flexibility in both the start date of work as well as the hours of work throughout the election events, including full time hours during electoral events.
  - Ability to learn new skills.
  - Adaptability to changing timelines.

- Mobility
  - The position requires that applicants be able to lift 9kg (20 pounds) and can sit for extended periods.
  - Access to a vehicle and a valid driver's licence (class 5) is required, as travel within the electoral division is necessary.

### **Salary:**

See Election Clerk Fee Schedule.

### **How to Apply:**

For more information about this position and to start the application process, please visit the "Jobs" section of our website, at [www.elections.ab.ca/jobs/](http://www.elections.ab.ca/jobs/).

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meet the needs of the position. Only individuals selected for interviews will be contacted. Final candidates for these positions may be asked to undergo a security screening.

This competition may be used to fill future vacancies for provincial and federal election staff positions.