



Job Description

Job Title:	Administrative Assistant
Location:	Residing in the electoral division preferred; election office to be established in the electoral division in a location approved by the Chief Electoral Officer
Full/Part Time:	Full-time during the election period.
Employment Duration:	Contract term to expire approximately one week after Election Day .

Job Overview:

This role reports 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.

Two Administrative Assistants will be appointed to each provincial electoral division to provide election administration support. The Administrative Assistant is the first line of contact for the public, candidates, and other election stakeholders. They are also responsible for completing most of the data entry for the returning office, while also managing the Special Ballot Poll.

Role:

Under the guidance of the Returning Officer, the Administrative Assistant will:

- Handle and direct in-person and telephone-based inquiries to the appropriate person.
- Complete data entry and prepare reports utilizing an internet-based management application. This includes entering election officer commencement information and hours worked, creating payment and expense reports for the Returning Officer, and entering election results.
- Manage the Special Ballot vote (mail-in ballots): receiving and tracking special ballot requests, issuing special ballots, and maintaining the record of the vote.
- Prepare kits of election materials for election officers to take to the voting places.
- Assist in setting up and closing the returning office.

- Assist the Election Clerk and Trainer with the hiring and scheduling of Election Workers.

Eligibility / Restrictions:

All Administrative Assistants must be eligible for the role under the *Election Act*. This includes meeting the eligibility for appointment as an election officer (s. 46) and not engaging in any political activity during their appointment (s. 12).

Persons Ineligible to be Election Officers (s. 46):

- 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 a school division under the Education Act;
- f) candidates;
- g) official agents;
- h) a Chief Financial Officer under the *Election Finances and Contributions 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.

Prohibited Political Activity:

- Engaging in political activity of behalf of any political party, candidate or constituency association,
- Making a contribution under the *Election Finances and Contributions Disclosure Act*.

Qualifications and Competencies:

Knowledge of:

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

Skills and Abilities:

- Organization
 - Ability to split focus and prioritize the various assigned tasks.
 - Effective time management as each activity has a set deadline for completion.
 - Attention to detail and accuracy when accomplishing tasks.
 - Capability to organize the building of election kits, which include all required items for election officers to use at the polls.
 - Capability to assist with candidates and nomination papers.

- Communication and Interpersonal Skills
 - Effective communication skills, both oral and written.
 - Good telephone etiquette with clear enunciation.
 - Experience working cooperatively with others and resolving conflict.
 - Judgment, tact, and diplomacy in handling confidential information.
 - Ability to maintain a good rapport with a variety of stakeholders.
 - Competency working responsibly within an established chain of command.
 - Additional languages, oral or written, are an asset.

- Community Involvement
 - Interest in their local community and municipality
 - Connection with local community groups or organizations

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

- Mobility
 - The role requires that applicants be able to lift 9kg (20 pounds) and can sit for extended periods.

Salary:

See Returning Office Staff Fee Schedule.

How to Apply:

For more information about this role and to start the application process, please visit the “Jobs” section of our website, at 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 role. Only individuals selected for interviews will be contacted. Final candidates for these roles may be asked to undergo a security screening.

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