



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
Regular/Temporary:	Contract term to expire approximately one week after Election Day for the next provincial general election
Scope:	Open Competition
Closing Date:	Until all recruitment is complete

Job Overview:

This position 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.

One Administrative Assistant 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:

General

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 Poll (mail-in ballots): receiving and tracking ballot requests, issuing ballots, and maintaining the record of the vote; as well as receiving, recording, and reviewing returns.
- Prepare kits of election materials for election officers to take to the polls.
- Assist in setting up and closing the returning office.

Eligibility / Restrictions:

All Administrative Assistants must be eligible for the position 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)

- members of the Parliament of Canada,
- members of the Legislative Assembly,
- councillors under the *Municipal Government Act*,
- trustees of a board of trustees under the *School Act*,
- candidates,
- official agents,
- judges of federal or provincial courts,
- 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

Successful candidates must:

- Understand the *Election Act*,
- Understand the duties required of an Administrative Assistant,
- Have a strong familiarity with computer systems and related technologies, including:
 - Proficiency working in Microsoft Windows,
 - Proficiency with Microsoft Office (Word, Excel, Outlook, etc.),
 - Aptitude working with Internet-based software and applications, and

- Ability to troubleshoot issues relating to computers and electronic equipment.

Skills

Successful candidates should demonstrate:

- 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

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 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 position 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 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.