



Job Description

Job Title:	Election Clerk - Alternate
Location:	Varies. Two positions are available – one for Alberta – North and one for Alberta – South.
Full/Part Time:	If appointed to an electoral division, part-time leading up to the election period (pre-September 21); full-time during the election period (after September 21)
Regular/Temporary:	Contract term to expire on Election Day
Scope:	Open Competition
Closing Date:	Until all recruitment is complete

Job Overview:

This position will report to the Returning Officer for their area of the province. The Returning Officer reports to the Office of the Chief Electoral Officer (Elections Alberta), an independent office of the Legislative Assembly of Alberta.

The Election Clerk - Alternate will be trained and prepared for an appointment to an electoral division on short notice should a vacancy arise within their designated area in the province. Travel for extended periods may be required during an election event.

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 - Alternate may be appointed to an electoral division should a vacancy arise within their designated area in the province at any time before or during the electoral event.

Upon learning of a challenge or issue in a returning office, the Election Clerk - Alternate and Returning Officer will work with Elections Alberta to identify which staff is most suited and available to fill in.

The duties required of the Election Clerk - Alternate may include any or all of the following, depending on the timing of a potential appointment to an electoral division. Direction will be provided at the time of the appointment by the Returning Officer of the electoral division they are appointed to.

General

- The Election Clerk - Alternate, 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 - Alternate 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:

Statutory Requirements

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

Conditions of Appointment/Employment (*Election Act*, Sec. 12)

No person who has been appointed or is acting as a returning officer, or election clerk 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) municipal councillors,
- (e) school board trustees,
- (f) candidates,
- (g) official agents,
- (g.1) chief financial officers,
- (h) judges of federal or provincial courts,
- (i) 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**
 - Availability to manage electoral events, sometimes on short notice.
 - This role requires flexibility in both the start date of work, as well as the hours and location of work throughout election events, including potential 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.

Fees and Honorariums:

The Election Clerk - Alternate will be paid a monthly honorarium of \$82.50 starting in the month that they are commenced and ending on the electoral event date. If appointed, the Election Clerk - Alternate will continue to receive their honorarium and a fee for service at the rate of \$27.50 per hour for all pre-election activities and training attended. For the election period, the Election Clerk - Alternate will be paid for hours worked up to a maximum of \$11,100. This rate includes all pay, including overtime and 4% vacation pay. Source deductions (Income Tax, EI, and CPP) will be taken based on the submitted TD1 and TD1 AB forms.

All hours for service will be pre-approved by Elections Alberta, with maximums identified for each activity. If appointed to an electoral division, the Election Clerk - Alternate will be paid fees for services provided according to the fees detailed in the Election Clerk Handbook.

This honorarium is intended to provide payment for work the Election Clerk - Alternate completes on an ongoing basis including discussions and emails with their Returning Officer, Elections Alberta staff or Returning Officer Liaisons; engagement and networking in their electoral division; and planning for future events.

Expenses

Travel to and within the assigned geographical area, and to and from training sessions may be required. The following expenses may be claimed where travel is required:

1. use of a private vehicle at a rate of \$0.570 per kilometre travelled,
2. accommodation in the amount shown on the bill if service delivery requires overnight stay, and
3. meal allowances in the following amounts, if service delivery requires travel outside the municipality in which the Election Clerk resides.
 - a. An allowance of \$13.00 for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
 - b. An allowance of \$18.00 for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
 - c. An allowance of \$28.00 for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

The Election Clerk - Alternate is expected to submit their expenses with other supporting documentation required by Elections Alberta upon the completion of each activity.

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.