

**Job Description: Assistant Presiding Election Official (APEO)**

This position is critical to delivering a safe and secure Local Election

**Job Title:** Assistant Presiding Election Official (APEO)

**Job purpose/summary:**

- To be an impartial and neutral member of the Election Team.
- The APEO registers new Resident Electors and new Non Resident Property Electors and updates elector registration details such as address and name changes.
- To assist and backup the PEO to provide leadership and supervision of a team of 6-8 Election Officials, and ensure the smooth operation of a Voting Location in accordance the guidelines and rules of Municipal Elections in B.C.

**Location:** one of 15 Voting Locations throughout the City of New Westminister

**Reporting to:** The Presiding Election Official (PEO)

**Duties and Responsibilities**

- May assist in transport of Election Materials to and from the Voting Location
- To arrive at 7.00 am on Voting Day and leave only once all election materials have been properly packed and ready for return to Election Headquarters removed after 8:00 pm
- Set up the registration desk according to APEO manual to make the Voting Location ready to receive Electors at 8.00 am
- Throughout the day, you will process new Resident and Non Resident Property Elector registrations, including assisting Electors with changes related to existing registrations.
- Use a laptop and the List of Electors software to enter new Electors, look up registered Electors, verify information, and check voter's identification
- Issue ballots, explain how to mark a ballot and direct Electors to the voting booth, and Ballot Tabulator
- When asked by the PEO, you will help
  - Supervise the Election Officials and provide guidance,
  - Swear election related oaths; and
  - Ensure policies and procedures are followed and provide solutions when situations arise
- Follow procedures in the APEO manual at the close of Voting at 8.00pm to shut down the registration laptop.
- May be asked to transport the election results to Election Headquarters at 8pm.
- Assist the PEO in managing the proper packing of all equipment and materials according to the manual, and other duties as assigned by the PEO
- Assist the PEO to ensure secure items and all elections materials are returned to City Hall

## **Skills**

- Excellent verbal communication and interpersonal skills
- Extensive skills using common computer software and laptop or desk top computer (web-based applications)
- Good literacy and language skills in English; second language proficiency is a plus
- Basic math and analytical skills
- Ability to follow oral directions and written instructions, or checklists
- Accuracy and attention to detail
- Professionalism, to act responsibly and show good judgement
- Ability and patience to interact with a wide variety of the public, backgrounds and age groups
- Ability to maintain composure and deal with difficult situations
- Experience supervising others
- Election experience a plus
- The ability to work an 14 hour day.