

Job Description: Voting Machine Attendant

This position is critical to delivering a safe and secure election

Job Title: Machine Attendant

Job purpose/summary: To be an impartial and neutral member of the Election Team. To work as a team member within a group of 6-8 Election Officials, and ensure the proper processing of ballots into the ballot tabulating machine in accordance the guidelines and rules of Municipal Elections in B.C.

Location: one of 15 locations throughout the City of New Westminster

Reporting to: The Presiding Election Official (PEO)

Duties and Responsibilities

- To arrive at your designated Voting Place at 7.00am on Voting Day
- Under the direction of the Presiding Election Official, assist in the setup of the voting place to ensure the Voting Location is ready to receive Electors at 8.00am
- Follow procedures in the Voting Machine Manual to set up the machine in the area designated by the PEO
- In accordance with the manual and assistance of the PEO, ensure that the ballot box is verified empty by the first Elector and then sealed according to the manual.
- Operate the voting machine throughout the day by guiding Electors on how to feed their completed ballot into the machine
- At the close of Voting at 8.00pm, work with the PEO and follow procedures to print reports and to close the voting machine
- Properly pack all equipment and materials according to the manual, and other duties as assigned by the PEO

Skills

- Excellent verbal communication and interpersonal skills
- 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
- Ability to work a 14 hour day, with the majority on your feet