

If interested, apply online at [elections.ab.ca](https://elections.ab.ca)



## The Job

As an election officer, you will work approximately 13 hours on polling day. The work day begins with the set-up of the polling place at 8:30 a.m., and concludes with the completion of the unofficial counts at approximately 9:30 p.m.

**A supervisory deputy returning officer** is responsible for directing electors to their polling stations, and for supervising all staff and activities within the polling place. As a supervisory deputy returning officer, you will be paid \$290 for polling day duties, plus a \$60 fee for attending a training session.

**A deputy returning officer** is responsible for assisting electors with the voting process and for responding to questions. As a deputy returning officer, you will provide direction to a poll clerk, who will assist you in managing the polling station. You will be paid \$240 for polling day duties, plus a \$60 fee for attending a training session.

**A registration officer** is responsible for administering declarations to electors to assist them in adding their names to the List of Electors. As a registration officer, you will be paid \$230 for polling day duties ), plus a \$60 fee for attending a training session.

**A poll clerk** is responsible for maintaining the poll book by recording elector information as voting takes place. As a poll clerk, you will work with a deputy returning officer who will provide direction to you. You will be paid \$200 for polling day duties, plus a \$60 fee for attending a training session.

**An information officer** is responsible for assisting electors in determining if they are eligible to vote, if they are on the list, directing them to the correct poll, and determining their PSD (if necessary). You will be paid \$230 for polling day duties, plus a \$60 fee for attending a training session.

**A site monitor** is responsible for making sure that electors go directly to the polling places and leave immediately after casting their ballot. This position is an as-required role, mainly at schools. You will be paid \$15/hour.

All election officers must be prepared to set up the polling place, provide back-up to other polling day staff, assist with the unofficial count, and complete additional tasks, as assigned.