



chief electoral office

## Job Description

Job Title:	Election Clerk
Location:	Electoral Division of residency; election office to be established in a location identified by the Chief Electoral Officer
Full/Part Time:	Full time during the Election Period
Regular/Temporary:	Contract Term for the Election Period, starting with the issuing of the Writ of Election and ending approximately 2 weeks after Polling Day
Scope	Open Competition
Closing Date	Open

This position reports to the Returning Officer (RO) in the electoral division. The RO reports to the Office of the Chief Electoral Officer (Elections Alberta), an independent office of the Legislative Assembly of Alberta.

## Job Overview

One Election Clerk is appointed in each provincial electoral division for the purpose of, or in connection with elections, enumerations, and plebiscites. The Election Clerk assists the Returning Officer (RO) in the performance of the RO's duties. If the RO becomes ineligible or unable to continue in their role, the Election Clerk shall act as the RO.

## Role – Key Activities

Under the guidance of the Returning Officer, the Election Clerk will:

- Execute all plans and preparations for an enumeration, election, or plebiscite within the electoral division
- Maintain a thorough, up-to-date awareness of the requirements of all relevant legislation and training materials
- Manage and control financial, material, and human resources
- Administer the *Election Act* in the electoral division
- Communicate information to the public, candidates, political parties, and Elections Alberta
- Recruit, hire, and train all election officers in the electoral division using Elections Alberta's programs and procedures

## Eligibility / Restrictions

### Statutory Requirements

All Election Clerks must be qualified to vote in Alberta. Applicants must be Canadian citizens, 18 years of age or older, and ordinarily resident<sup>1</sup> in Alberta for at least six months.

### Election Clerk 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.

RSA 1980 cE-2 s10

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, election clerks, administrative assistants, supervisory deputy returning officers, registration officers, deputy returning officers or poll clerks:

- (a) persons who are not electors;
- (b) (repealed)
- (c) members of the Parliament of Canada;
- (d) members of the Legislative Assembly;
- (e) candidates;
- (f) official agents;
- (g) judges of federal or provincial courts;
- (h) 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.

RSA 2000 cE-1 s46; 2004 c23 s24

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<sup>1</sup> "Ordinarily resident" is defined in accordance with the following rules:

- a) A person can have only one place of ordinary residence;
- b) An ordinary residence is the place where a person lives and sleeps and to which, when the person is absent from it, the person intends to return;
- c) A student who
  - i. Is in attendance at an educational institution within or outside Alberta,
  - ii. Temporarily rents accommodation for the purpose of attending an educational institution, and
  - iii. Has family members who are ordinarily resident in Alberta and with whom the student ordinarily resides when not attending an educational institution;
- d) When a person leaves Alberta with the intention of becoming ordinarily resident outside Alberta, the person's ordinary residence in Alberta ceases.

## Qualifications and Competencies

*We are looking for Albertans who have:*

- Organized events at the local or community level while displaying excellent time and staff management skills
- Proven management skills in a team-based environment
- Worked in a position (paid/volunteer) that involved recruiting, interviewing, and training new staff
- Education and/or experience with financial administration
- Developed planning and organizational skills through work/volunteer involvement
- Excelled at a task or employment while under pressure and with clear deadlines
- Interest in and connection with their community or municipality
- Proven ability to facilitate and deliver training programs
- Outstanding interpersonal skills:
  - Effective communication skills that employ a variety of media
  - Experience with motivating and working cooperatively with others
  - Diplomacy, good judgment, reliability, and discretion in handling confidential data
- Flexibility:
  - Availability to manage electoral events, sometimes on short notice
  - Ability to learn new skills and adaptability to changing timelines
- Mobility:
  - The position requires that applicants are able to lift up to 9kg (20 pounds), and can sit for extended periods of time
  - Access to a vehicle and a valid driver's licence (class 5) is required, as travel within the electoral division is necessary
- Proficiency with computers and technology:
  - Competency with Windows and Internet Explorer
  - Competency with Microsoft Office Suite (Word, Excel, Outlook)

**Additional Qualifications** that may be used in candidate selection:

- Experience with databases
- Management and/or administrative experience with electoral processes
- Awareness of the mandate, role and responsibilities of Elections Alberta, and of the office of the Returning Officer
- Hold a degree from a recognized university or post-secondary institution

## Salary

Fees and expenses for election clerks are provided in accordance with the *Fees and Expenses Regulation*:

### Election clerk fees

An election clerk may be paid the following:

- (a) a fee of \$1265, where a writ of election is issued and no poll is held;
- (b) a fee of \$3350 if a writ of election is issued and a poll is held, including training of election staff and the conduct of the official count;
- (c) a fee of \$0.15 per name included in the list of electors on polling day;
- (d) a fee of \$175 for attending a class of instruction;
- (e) when required to travel on official business, the rates prescribed in the *Public Service Subsistence, Travel and Moving Expenses Regulation* made under the *Public Service Act*;
- (f) a supplemental fee of \$16.50 for every 100 km, or portion thereof, traveled in excess of the first 100 km of travel during an election.

AR 173/2004 s3;103/2007

## How to Apply

For more information about this position and to start the application process, please visit the "Employment" section of our website, at <http://www.elections.ab.ca> .

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets 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.